



Hindon Primary School

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Hindon CE VA Primary School

Artificial Intelligence (AI) Policy

This document provides a guide for staff and parents of pupils at Hindon Primary School.

This policy has been developed by a working group made up of:

- Interim Headteacher: Mr S Watkins
- Designated Safeguarding Lead: Miss Hall

Schedule for review of this policy:

This policy was approved by the Governing Body on:	October 2025
This policy was published on:	November 2025
The implementation of this policy will be monitored by:	Headteacher
Nominated Safeguarding Governor	Rachel Ryan
Monitoring will take place:	Annually
Next review date:	October 2028

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson

Hindon Primary School, School Lane, Hindon, Salisbury, SP36EA
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Policy Statement

Artificial Intelligence (AI) is increasingly being used across education to support teaching, learning, and administration. Hindon School recognises the opportunities AI presents for enhancing efficiency and innovation. However, AI must be used in a safe, ethical, and responsible manner, ensuring compliance with safeguarding, data protection, and academic integrity principles.

This policy ensures compliance with:

- Keeping Children Safe in Education (KCSIE) 2025
- UK GDPR and Data Protection Act 2018
- DfE Guidance on Generative AI in Education 2025
- JCQ Guidance on AI in Assessments 2024
- Hindon School's Acceptable Use Policy, Online Safety Policy, and Data Protection Policy

This policy applies to all staff, pupils, and third-party providers who use AI in the school environment.

Uses of Artificial Intelligence in Hindon School

AI is rapidly becoming an integral part of education, influencing teaching methods, administrative processes, and pupil learning. This section outlines where AI applies within Hindon School:

- Hindon School recognises the use of artificial intelligence (AI);
- Artificial intelligence (AI) tools offer learning experiences that can be personalised to individual pupils;
- Artificial intelligence (AI) tools support teaching staff in the organisation and creation of teaching and learning materials;
- Artificial intelligence (AI) tools support teaching staff with the collection, analysis and tracking of educational data;
- The use of resource creation tools powered by artificial intelligence (AI), can be used to create lesson plans and resources for individuals or groups of pupils;
- Artificial intelligence (AI) tools can be used to analyse assessment data and identify areas for improvement.

Responsible and Ethical Use of Artificial Intelligence

- Check that all artificial intelligence (AI) tools and software used by staff and pupils are licensed;
- Consult the record of the approved artificial intelligence (AI) tools and software before use;
- Indicate where, when and how artificial intelligence (AI) is being used;
- Check and approve artificial intelligence (AI) tools and software for potential biases;
- Ensure that school staff receive regular training in how to use artificial intelligence (AI) tools and software effectively;
- Encourage critical thinking and evaluation of the information provided by artificial intelligence (AI) tools and software;
- Check that information provided by artificial intelligence (AI) tools and software is accurate and factually correct;

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- Verify that all artificial intelligence (AI) tools and software used comply with ethical standards in education and the setting.

Safeguarding

- Hindon School takes a proactive approach to addressing safeguarding risks associated with the use of artificial intelligence (AI) tools and software.
- Hindon School adopts a proactive approach toward addressing safeguarding risks associated with deep fakes and impersonation, bullying, grooming and exploitation.

Management of Data

- Ensure compliance with GDPR when using artificial intelligence (AI) tools and software;
- Comply with all data protection and GDPR laws;
- Ensure all artificial intelligence (AI) tools and software are GDPR compliant;
- Ensure that all artificial intelligence (AI) tools and software used in the setting have data protection features that comply with GDPR requirements;
- Obtain consent from all related parties for the purposes of data collection;
- Provide clear information to all relevant parties about what data is being collected and levels of access;
- Ensure that all artificial intelligence (AI) tools and software being used allow the rights of data subjects to access, amend and erase their personal data;
- Conduct regular checks of artificial intelligence (AI) tools and software being used to ensure they fully comply with GDPR;
- Provide regular training for all related parties in GDPR compliance;
- Keep an incident record and address any data or GDPR breaches.

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Implementation and Accountability

- Simon Watkins Interim Head teacher is responsible for the implementation of artificial intelligence (AI) tools and software;
- Simon Watkins, Interim Head teacher is responsible for evaluating the value of artificial intelligence (AI) tools and software, ensuring compliance with legal and ethical requirements and arranging training for all related parties;

Hindon School recognises the benefits of using artificial intelligence (AI) and is committed to providing a safe environment for its pupils and staff. Hindon School will review the use of artificial intelligence (AI) tools at regular intervals to ensure that it remains appropriate and effective. The information outlined in this policy is in place to ensure safeguarding and ethical standards.

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