Federation of Liphook Infant School and Liphook CofE Junior School

AI Policy

Vision & Principles

At Liphook Federation, our use of Artificial Intelligence (AI) reflects our core values of Loving-Kindness, Respect and Aspiration. These principles sit firmly within the expectations set by the DFE's Generative AI guidance for schools (2025) which emphasises the need for AI to be used safely, responsibly, ethically, transparently and with strong human oversight.

Staff demonstrate loving kindness by applying careful, professionally informed judgement whenever AI is used, ensuring it supports pupils' wellbeing and reinforces the positive relationships essential to effective learning.

Staff uphold respect by ensuring all AI-supported content is appropriate, accurate, inclusive and responsibly communicated, and by managing information securely and with due sensitivity, in line with expectations around privacy and safeguarding.

Guided by aspiration, staff use AI to enhance teaching, support inclusive and engaging learning experiences, reflecting national aims to prepare pupils for the future.

Staff responsibilities

Staff must use AI in ways that protects pupils, strengthen learning and uphold the highest professional and safeguarding standards. When using AI, staff will:

- **Keep professional judgement central.** AI may support practice but must not override or replace teacher judgement or the teacher-pupil relationship. Strong human oversight must always be maintained.
- **Use AI only as a supportive tool.** Staff retain full authorship and accountability. AI generated content must be reviewed for accuracy, fairness, appropriateness and curriculum relevance before use.
- **Ensure fairness and inclusion.** Staff check that AI outputs for bias or discriminatory assumptions and ensure materials remain inclusive and equitable for all learners.
- **Be transparent.** Staff clearly indicate when AI has contributed to their work, ensuring openness and trust in line with expectations for responsible and explainable use.
- **Prioritise safety, privacy and responsible data use**. Staff avoid entering personal or identifying data into AI tools unless there is a lawful basis, a clear educational need and appropriate safeguards. This reflects expectations around data protection and avoiding unauthorised use of pupil data.
- **Use AI purposefully.** AI is used only when it adds genuine educational or operational value and its environmental impact has been considered.

Aims

- To enhance teaching and learning and improve pupil outcomes
- To inform strategic leadership, decision making and professional practice
- To reduce unnecessary workload
- To ensure ethical, safe and lawful use of AI by staff
- To protect the privacy and data of all members of Liphook Federation

Definitions

- Artificial Intelligence (AI): Technology performing tasks associated with human reasoning or content generation
- Generative AI: Tools that can create text, images, video, audio or code in response to a prompt, e.g. Microsoft Copilot
- NLP: Natural Language Processing in tools such as Alexa or Siri
- LLM: Large Language Model - advanced AI trained on vast data sets to generate text
- Hallucination: When AI presents false or misleading information presented as fact.

Generative AI systems

- Staff at Liphook Federation should primarily use **Microsoft Copilot** within the Federation's secure Microsoft 365 environment to ensure privacy and security. This means **staff must link Copilot use to their school's Microsoft 365 account/email.**
- Staff may use AI features within **Arbor** where access is secure and role-appropriate.
- **Identifiable personal data must not be entered into any generative AI tool unless within Microsoft 365 or Arbor and only, when necessary, lawful and safeguarded.**
- Staff must remain aware that AI systems can contain underlying biases
- Staff may only use alternative AI tools (e.g. ChatGPT, Suno, Gemini, Canva, Sora) **with explicit permission from the Digital Leadership Team**, and only using school accounts
- **Pupils currently do not use generative AI**, but pupils are taught about how it works, its risks and its limitations.

Enhancing teaching and learning *

Staff at Liphook Federation may only use AI systems for the following tasks / purposes:

- Simplifying texts to support Lower Attainers or children with SEND, which may include combining it with using Widgit
- Creating scaffolds to support learning and help pupils to access new content
- Using learners' sentences / writing to create images for them to evaluate their writing
- Using Reading Progress / Reading Coach to provide individualised feedback, or for learners to create their own individual texts
- Creating specific WAGOLLs or model answers
- Creating images or songs for lessons and performances
- Generating a set of specific questions or word problems in subjects such as maths, science etc
- Moderating children's written work (with permission from family)

Supporting workload / informing leadership and management*

Staff at Liphook Federation may only use AI systems for the following tasks/purposes:

- A wide range of lesson planning / Unit of Learning planning
- Creating overviews of lesson plans and Units of Learning as a starting point for planning
- Generating a wide range of learning resources, including:
  - dictated paragraphs for weekly spelling tests
  - set of assessment / test questions
  - images for learning resources
  - in school and home learning activities / questions
  - sentences / variety of word classes for a specific unit
  - summaries and summary questions from texts
- Generating wording for objectives / documents (e.g. for Appraisal, ECT reports)

- End of year report statements
- Drafting emails, statements, policies, reports and letters
- Analysing
- Summarising online documents and school documents
- Creating audio and video versions of policies and other documents
- Generating objectives and success criteria for Action plans and reports
- Creating specific AI chatbots linked to school documents, e.g. planning, policies or school website and/or external documents e.g. Local Authority, DfE or Ofsted documents

* Staff must check and gain permission from a member of the Digital Leadership Team before using AI systems for other tasks / purposes. The lists above will be added to through discussion between staff and the Digital Leadership Team.

Designing prompts

Staff are trained to consider the following aspects:

- Persona: ask AI to take on a role
- Objective: tell AI what you want it to do
- Audience: specify who the content is for
- Specific: be precise and specific with your language
- Activity: explain in detail
- Boundary: set limitations and direction
- Iterate: be prepared to make adaptions and re-prompt

Staff must use AI systems responsibly every time:

- Evaluate the outputs to check if they meet your intended purpose / needs
- Verify facts, data and quotes from reliable sources
- Edit your prompt /ask follow-up questions to improve AI output
- Revise results to reflect your specific needs, style and tone. AI is a starting point but should never be the final product
- You are responsible for everything you create with AI

This policy was formulated by the Executive Head teacher and Governors of The Federation of Liphook Infant School and Liphook C of E Junior School and is to be reviewed every two years.

Signed: .....

Executive Head teacher

Signed: .....

Chair of Governors

Date: May 2026