

Artificial Intelligence (AI) Policy

This policy outlines how artificial intelligence (AI) may be used within our early years setting to support children's development, staff effectiveness, and overall operational efficiency, while ensuring compliance with legal, ethical, and safeguarding standards.

This policy applies to:

All staff, volunteers, and external partners

Any use of AI technologies (e.g., apps, planning tools, learning platforms)

All children's data used in AI systems

Principles

We are committed to ensuring:

Child Safety: AI will never replace human care, supervision, or safeguarding responsibilities

Transparency: Families and staff will be informed about AI tools in use (AI policy)

Data Protection: All children's, families', and staff members' data will be processed and protected in accordance with the UK GDPR and the Data Protection Act 2018. Personal data relating to children, families, or staff will not be used when utilising AI systems.

Fairness and Inclusion: AI use must support equitable learning and not reinforce bias or discrimination.

Acceptable Use of AI

AI may be used in the following ways:

Administrative Tasks: Assisting in paperwork tasks (e.g. newsfeed articles, reports, observations etc.)

Learning Support Tools: Age-appropriate and educator-approved tools to support communication, early literacy, or language development

Planning and Documentation: Tools that assist in writing observations or planning activities, with professional judgment always applied

AI must not be used:

To make decisions about children's behaviour or development without professional input

To monitor children's emotions or behaviour through surveillance

In ways that reduce meaningful human interaction

Staff Responsibilities

Staff must receive training before using any AI-based system

Staff must always review and verify any AI-generated content (e.g. reports, planning suggestions)

Staff must report any issues, inaccuracies, or concerns with AI systems to the manager

Parental Engagement

Parents/carers are informed during induction (AI policy) what AI is used for within the setting

Personal data must not be processed by AI

Data Protection and Privacy

All AI tools must be GDPR-compliant and reviewed by the data protection officer or setting manager

Children's data must never be stored or processed without proper consent and security

Third-party providers must demonstrate compliance with privacy and security standards

Safeguarding

AI must not interfere with safeguarding protocols

Human judgement must always guide decisions related to child welfare

AI tools must not have unrestricted access to child images, videos, or voice recordings

Monitoring and Review

This policy will be reviewed annually or when new AI tools are introduced

Feedback from staff and families will inform changes to the policy

Any breaches of this policy may lead to disciplinary or legal consequences

Contact

For questions or concerns about this policy, please contact:

The Designated Safeguarding Officer, details are displayed in the entrance area on the notice board.

Signed on behalf of the nursery
<i>RL Austin</i>