



11.4 Use of Artificial Intelligence (AI) Policy

Purpose

This policy sets out how staff, volunteers, students and committee members may use Artificial Intelligence tools. It ensures we protect children's data, comply with UK GDPR, and meet EYFS safeguarding requirements.

Scope

Covers all AI tools including chatbots like ChatGPT / Copilot, image generators, AI note-takers, and AI features in apps like Canva or Microsoft 365.

Core Principles

Children first: AI never replaces human judgement, supervision, or interaction with children.

Safety and Safeguarding: No child photos, names, or personal data are entered into public AI tools.

Transparency: Parents are informed if AI is used to support their child's learning or communication.

Quality: All AI-generated content is checked by a qualified staff member before use.

What staff CAN use AI for

Planning and EYFS: Generate activity ideas and plans, themes, songs, or story starters. Staff must adapt for age / individual needs.

Admin: drafting emails, policies and procedures, risk assessments, newsletters and job advertisements. Always proofread and personalise.

Staff development: Summarising public documents or guidance.

Rule: If you wouldn't post it on the nursery noticeboard, don't put it in AI. All AI output must be checked for accuracy before use.

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What staff CANNOT do

No child data: never upload photos, videos, names, DOB, addresses or SEND information that can directly identify a child.

No direct AI-child interaction: Children do not use chatbots or AI apps unsupervised.

No AI images of children: do not generate or edit images that look like specific children in your setting. Photos of children must never be uploaded to AI tools.

Parent or staff personal information / details.

Reason: Most AI tools store and learn from data. Inputting personal data would breach UK GDPR, Data Protection Act 2018, and EYFS 3.73 on confidentiality.

Data protection and GDPR

Only use AI tools approved by management. If the tool is not DfE/GDPR compliant, assume it is 'public'. Anonymise everything: use 'Child A, age 3' not names. If unsure, ask the manager before using.

Committee & manager responsibilities

- Approve any new AI tool before staff use it.
- Ensure staff receive this policy at induction.
- Review breaches as a data/safeguarding incident.

Staff responsibilities

- Follow this policy at all times.
- Report accidental data input to the Manager / DSL / DPO immediately.
- Understand that misuse may lead to disciplinary action.

Related legislation/guidance:

UK GDPR, Data Protection Act 2018, EYFS Statutory Framework 2024 Section 3, ICO guidance on AI & data protection 2023.

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This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	8 June 2026
Policy reviewed	
Date to be reviewed	June 2027
Signed by Chair	
Name	Tameena Mahmood
Signed by Nursery Manager	
Name	Debbie Hill