

## **ARTIFICIAL INTELLIGENCE (AI) USE POLICY (see also safeguarding policy, ICT, Data Protection and Disciplinary policy)**

### **Purpose**

This policy outlines how Artificial Intelligence (AI) tools may be used within the preschool to support staff in their professional duties while ensuring the safety, privacy, and wellbeing of children. The preschool recognises that AI can assist with administrative and planning tasks but must never replace professional judgement, human interaction, or direct care.

### **Scope**

This policy applies to all staff, students, volunteers, contractors, trustees and management who may use AI tools in relation to preschool operations.

### **Definition of Artificial Intelligence**

Artificial Intelligence (AI) refers to digital tools or systems that can generate text, images, or other content, analyse information, or assist with tasks such as planning, documentation, or communication (e.g. text-generation tools, image generators, or automated assistants).

### **Guiding Principles**

The use of AI in the preschool must:

- Always prioritise children's safety, wellbeing, and development
- Comply with all relevant early childhood education regulations, privacy laws, and safeguarding requirements
- Respect confidentiality and data protection
- Support, not replace, professional knowledge, relationships, and decision-making
- Be used ethically, transparently, and responsibly

### **Acceptable Uses of AI**

AI tools may be used by staff for the following purposes:

- Drafting activity plans, or curriculum inspiration (to be reviewed and adapted by staff)
- Supporting professional development and reflective practice
- Assisting with administrative tasks such as drafting newsletters, policies, or non-sensitive communications
- Improving staff efficiency in planning and documentation, provided final responsibility remains with staff

All AI-generated content must be reviewed, edited, and approved by a qualified staff member before use.

### **Prohibited Uses of AI**

AI tools must not be used for:

- Direct interaction with children (e.g. children using AI tools independently or being supervised by AI)
- Making decisions about a child's learning, behaviour, wellbeing, or development without professional judgement
- Uploading or sharing personal, sensitive, or identifiable information about children, families, or staff
- Recording, analysing, or monitoring children using AI-driven surveillance or assessment tools
- Replacing observations, assessments, or reports that require professional expertise and human oversight

### **Data Protection and Privacy**

- No personal data (including names, photos, videos, or identifying details of children or families) may be entered into AI tools
- Staff must use only approved devices and accounts when accessing AI tools
- Any use of AI must comply with data protection and privacy legislation

### **Safeguarding and Ethical Considerations**

- AI must never compromise child safeguarding or staff accountability
- Staff must be aware that AI-generated content may be inaccurate or biased
- Any concerns about inappropriate AI use must be reported to management immediately

### **Training and Awareness**

The preschool will ensure staff are:

- Informed about this policy
- Aware of the benefits and risks of AI
- Supported with guidance on appropriate and safe use

### **Monitoring and Review**

- The use of AI within the preschool will be monitored by management
- This policy will be reviewed regularly to reflect changes in technology, legislation, and best practice

### **Breach of Policy**

Failure to comply with this policy may result in disciplinary action in line with the preschool's disciplinary procedures.