



East Prescott Road Nursery School

Artificial Intelligence (AI) Policy 2026

Approved by full governing body on 12th May 2026
Review period: Annual

1. Statement of Intent

East Prescott Road Nursery School recognizes that Artificial Intelligence (AI) is rapidly shaping all areas of society, including education. While our children in the Early Years do not directly use AI tools, staff may use these technologies to support planning, communication, resource development, SEND adaptations and administrative tasks.

Our commitment is to use AI safely, ethically and responsibly, ensuring that all use aligns with our safeguarding responsibilities and the Early Years Foundation Stage (EYFS) statutory framework. This policy ensures that AI enhances but never replaces professional judgement, human decision-making and our child-centred approach.

As a maintained nursery school, we are committed to ensuring that any use of AI reflects the developmental needs of young children, supports best EYFS practice, promotes staff wellbeing, and strengthens communication between home and school.

2. Purpose of This Policy

This policy sets out how AI should be used within East Prescott Road Nursery School. It establishes clear expectations, responsibilities and boundaries for staff.

The purpose is to:

- Protect children, families and staff from risks associated with AI
- Ensure GDPR compliance and safe data handling
- Guide staff on appropriate use of AI in planning and administration
- Promote ethical and transparent practice
- Ensure AI supports workload reduction without compromising quality
- Provide clear reporting and escalation procedures

3. Policy Application

This policy applies to all adults who work within or on behalf of East Prescott Road Nursery School, including:

- Teachers and Early Years Practitioners
- Office staff
- Students, volunteers and agency workers
- Governors
- External professionals using school systems

4. Related Policies

This AI Policy should be read in conjunction with:

- Child Protection Policy
- Online Safety Policy
- Data Protection & GDPR Policy
- Acceptable Use Agreement
- Behaviour Policy

5. Policy Statements

5.1 AI Use to Support Early Years Practice

AI can support staff in the following areas:

- Planning high-quality learning environments

- Generating ideas for enhancements and continuous provision
- Drafting letters, newsletters and parent information
- Creating posters, displays and visual supports
- Summarizing lengthy training
- Supporting SEND provision through anonymized resources
- Generating EAL phrase banks and communication supports
- Creating templates for risk assessments or curriculum documents

AI must only be used as a supportive tool. It must NOT replace professional observations, knowledge of child development, or decision-making regarding learning, safeguarding or SEND.

5.2 Prohibited AI Use

To protect children, families and staff, AI must NOT be used for:

- Entering any personal, identifiable or sensitive data
- Writing child observations, baseline assessments or progress reports
- Creating or editing safeguarding records
- Making decisions about children's needs or next steps
- Uploading photos, videos or documents into AI tools
- Creating fabricated or misleading content
- Replacing professional judgement in any aspect of EYFS practice

5.3 Ethical and Transparent Practice

Staff must:

- Fact-check all AI outputs carefully
- Ensure content does not reinforce bias or stereotypes
- Ensure all communication remains professional and accurate

5.4 Protecting Data and Privacy (GDPR)

AI use must fully comply with GDPR and data protection legislation.

Staff must ensure:

- No identifying child or family information is entered
- No internal school documents or staffing information is used
- All AI use is aligned with Data Protection Impact Assessments (DPIA)
- AI tools meet school-approved security standards - only use Microsoft Copilot as the approved AI tool, as advised by the Local Authority

6. Roles and Responsibilities

Headteacher

Provides overall strategic leadership, approves AI tools used within school, ensures staff training and ensures that AI use aligns with safeguarding and EYFS requirements.

Designated Safeguarding Lead and Deputy DSL's

Lead on AI-related safeguarding concerns, online safety standards, filtering and monitoring systems, and ensure staff understand how to report unsafe outputs or misuse of AI.

Data Protection Officer (DPO)

Ensures GDPR compliance, supports DPIAs for AI tools and advises on safe data handling.

Governors

Monitor safe use of AI, ensure risk management is effective and support leadership decisions.

All Staff

Must use AI responsibly, protect confidentiality, report concerns and uphold the EYFS standards of professional practice.

7. Reporting & Responding to Incidents

All incidents involving AI—including mistakes, unsafe outputs, potential data breaches or any misuse—must be reported to the DSL, Headteacher or DPO immediately. Incidents will be logged, investigated and managed in line with safeguarding, GDPR or disciplinary procedures.

8. AI Risk Assessment Matrix

Risk Area	Description	Likelihood	Impact	Mitigation
Data Protection & Privacy	Risk of sensitive data entering AI systems.	Low – staff will not enter sensitive data	High	Staff training, anonymization rules, DPIAs.
Misinformation	AI generating inaccurate or harmful content.	Low - Microsoft Copilot only	High	Human verification before use.
Ethical Risks	Staff unaware of ethical implications.	Low – all staff have been given policies.	High	Training and monitoring.
Bias	AI content reflects bias affecting SEND/EAL/ethnicity.	Low	High	Review outputs and adjust accordingly.
Cyber Security	AI tools targeted by cyberattacks.	Low – systems are in place	High	Secure systems, filtering, monitoring.
Legal Compliance	Non-compliant tools used accidentally.	Low - Microsoft Copilot only	High	Leadership approval only.

9. Policy Review Cycle

This policy will be reviewed annually or sooner if:

- There are changes in statutory guidance
- New AI technology or risks arise
- A serious incident occurs related to AI