



AI (Artificial Intelligence) Policy

Date: September 2025

Review: September 2027

Policy Intention

The purpose of this policy is to set clear guidelines for the responsible, ethical, and transparent use of artificial intelligence (AI) technologies at Finch Nest Preschool, in line with safeguarding responsibilities, data protection law, and best practices for early childhood education in the UK.

This policy applies to:

- All staff, volunteers, and contractors at Finch Nest Preschool
- Any AI tools or systems used in the operation of the preschool (e.g., administration, learning resources, communication tools)
- Any third parties providing AI-enabled services on behalf of the preschool

Principles of using AI

We commit to the following principles in our use of AI:

- **Child-Centred Approach:** AI must never replace human interaction in care or teaching.
- **Transparency:** Parents/carers will be informed about any use of AI.
- **Data Protection:** All AI tools must comply with the UK GDPR and Data Protection Act 2018.
- **Bias & Fairness:** AI systems must not introduce or reinforce unfair bias or discrimination.
- **Safeguarding:** AI must never undermine our commitment to keeping children safe.

Acceptable Use of AI

Permissible uses of AI in the preschool may include:

- **Administrative tasks** (e.g., automating staff rotas, payment processing, or attendance tracking)
- **Learning tools** that support staff in developing age-appropriate content (e.g., image or story generation)
- **Translation tools** for communicating with non-English-speaking families, with human oversight

All uses must be approved by the Preschool Manager or Designated Safeguarding Lead.

Prohibited Use of AI

The following uses of AI are strictly prohibited:

- **Surveillance or facial recognition** of children or staff
- **AI decision-making** in disciplinary or safeguarding matters
- **AI-based assessment** of children's development without human oversight
- **Data scraping** or collection of children's images for AI training
- Any use of **AI chatbots or virtual assistants** interacting directly with children

Consent & Communication

- Parents/carers will be notified about any AI tools that process their child's data.
- Consent will be obtained where legally required.
- Staff will receive training to understand the risks and benefits of any AI tools they are expected to use.

Data Protection and Privacy

- AI tools must be assessed for compliance with data protection laws.
- A **Data Protection Impact Assessment (DPIA)** must be conducted before implementing any AI that processes personal data.
- Children's data will not be used to train AI models.

Staff Responsibilities

- Staff must not upload or input identifiable information about children into AI systems unless authorised.
- Staff must report any concerns about the use or misuse of AI to the Designated Safeguarding Lead or Data Protection Officer.

Monitoring and Review

- The AI Policy will be reviewed annually or when significant changes occur.
- Any AI system in use will be subject to regular monitoring to ensure it remains appropriate and safe.

Breaches of This Policy

- Any breach of this policy may result in disciplinary action and, where appropriate, reporting to external authorities (e.g. Ofsted, ICO).

Other Useful Policies

- [Child Protection Policy](#)
- [Safeguarding Policy](#)