



Artificial Intelligence (AI) Policy 2026

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1. Introduction and Purpose

This policy outlines the principles and guidelines for the responsible and ethical use of Artificial Intelligence (AI) within Birchfield Nursery School. It aims to ensure that AI is used to enhance teaching, learning, and administrative processes while safeguarding the well-being and privacy of our children, staff, and community.

2. Scope

This policy applies to all staff (teaching and non-teaching), children, parents/carers, governors, volunteers, and any other individuals using AI technologies within the school environment, including:

- AI-powered educational tools and software.
- AI-driven administrative systems.
- AI applications used for communication and engagement.
- Any other AI technology introduced to the school.

3. Guiding Principles

The use of AI at Birchfield Nursery School will be guided by the following principles:

- **Child-Centred:** AI applications will prioritise the best interests and well-being of our children.
- **Equity and Inclusion:** AI will be used to promote equity and inclusivity, ensuring that all children have access to high-quality learning opportunities, including those with SEND.
- **Transparency and Explainability:** We will strive to understand how AI systems work and ensure that their decisions are transparent and explainable, particularly when impacting children.
- **Data Privacy and Security:** All AI applications will comply with data protection laws and regulations, safeguarding the privacy and security of personal data.
- **Ethical Use:** AI will be used ethically and responsibly, avoiding bias, discrimination, and any potential harm.
- **Human Oversight:** Human educators will always maintain oversight and control over AI-driven processes, ensuring that AI complements and enhances, rather than replaces, human interaction and judgement.
- **Professional Development:** Staff will receive adequate training and support to effectively use and understand AI technologies.

4. Roles and Responsibilities

- **Headteacher:** Overall responsibility for the implementation and monitoring of this policy.
- **Senior Leadership Team (SLT):** Responsible for overseeing the integration of AI into the school's strategic plan and ensuring compliance with this policy.

- **Designated Safeguarding Lead (DSL):** Responsible for ensuring that AI applications do not compromise child safeguarding and that any potential risks are addressed promptly.
- **Data Protection Officer (DPO):** Responsible for ensuring that all AI applications comply with data protection laws and regulations.
- **Subject Leaders/Curriculum Leads:** Responsible for evaluating and selecting AI-powered educational tools that align with the curriculum and meet the needs of our children.
- **Teachers and Teaching Assistants:** Responsible for using AI tools effectively and ethically in their teaching practice, and for monitoring the impact of AI on children's learning and well-being.
- **Parents/Carers:** Responsible for engaging with the school regarding AI initiatives and for raising any concerns they may have.
- **Governing Body:** Responsible for reviewing and approving this policy and for monitoring its implementation.

5. Implementation Strategies

- **Curriculum Integration:**
 - AI tools will be carefully selected and integrated into the curriculum to enhance learning outcomes and provide personalised learning experiences.
 - Staff will receive training on how to use AI tools effectively to support teaching and learning.
 - The curriculum will be reviewed regularly to ensure that it remains relevant and aligned with the latest advancements in AI.
- **Assessment and Feedback:**
 - Staff will use AI-generated data to inform their teaching practice and to identify children who may need additional support.
- **Administrative Processes:**
 - AI may be used to automate administrative tasks, such as attendance tracking, communication with parents, and resource management.
 - The use of AI in administrative processes will be carefully monitored to ensure that it does not compromise data privacy or security.
- **Safeguarding:**
 - AI applications will be carefully vetted to ensure that they do not pose a risk to child safeguarding.
 - Staff will be trained to identify and report any potential safeguarding concerns related to AI use.
 - The DSL will be consulted on all AI initiatives that may impact child safeguarding.

- **Data Protection:**
 - All AI applications will comply with the General Data Protection Regulation (GDPR) and other relevant data protection laws.
 - Data privacy impact assessments will be conducted before implementing any new AI technology.
 - Children's personal data will be processed fairly, lawfully, and transparently.
- **Training and Professional Development:**
 - All staff will receive training on the ethical and responsible use of AI in education.
 - Training will cover topics such as data privacy, bias detection, and the impact of AI on children's well-being.
 - Ongoing professional development opportunities will be provided to ensure that staff remain up-to-date with the latest advancements in AI.

6. Data Privacy and Security

- **Data Minimization:** We will only collect and process the minimum amount of personal data necessary for the intended purpose.
- **Data Security:** We will implement appropriate technical and organisational measures to protect personal data from unauthorised access, use, or disclosure.
- **Data Retention:** We will retain personal data only for as long as necessary for the intended purpose.
- **Data Subject Rights:** We will respect children's and parents'/carers' rights to access, rectify, and erase their personal data.
- **Transparency:** We will provide clear and transparent information about how we use personal data in AI applications.
- **Compliance:** All AI applications will comply with the GDPR, the Data Protection Act 2018, and other relevant data protection laws.

7. Ethical Considerations

- **Bias Detection and Mitigation:** We will actively identify and mitigate bias in AI algorithms and data sets.
- **Transparency and Explainability:** We will strive to understand how AI systems work and ensure that their decisions are transparent and explainable.
- **Fairness and Equity:** We will use AI to promote fairness and equity, ensuring that all children have access to high-quality learning opportunities.
- **Accountability:** We will hold ourselves accountable for the ethical use of AI in our school.
- **Human Oversight:** Human educators will always maintain oversight and control over AI-driven processes.

8. Review and Evaluation

This policy will be reviewed annually by the SLT, in consultation with the Governing Body, to ensure that it remains relevant and effective. The review will consider:

- The impact of AI on children's learning and well-being.
- The effectiveness of the implementation strategies.
- Compliance with data protection laws and ethical guidelines.
- Feedback from staff, parents/carers, and children.
- The latest advancements in AI technology.

9. Related Policies and Procedures

This policy should be adopted in conjunction with the following school policies and procedures:

- Safeguarding Policy
- Data Protection Policy
- Acceptable Use Policy
- E-Safety Policy
- SEND Policy
- Curriculum Policy
- Behaviour Policy

10. Communication

This policy will be communicated to all staff, parents/carers, and governors through the school website, staff meetings, and parent information sessions.

11. Approval and Ratification

This policy was approved by the Governing Body of Birchfield Nursery School on

Key Questions for School Leaders:

- What are our overall goals for using AI in school?
 - How will we measure the success of AI implementation?
 - What resources (financial, training, etc.) are we willing to allocate to AI initiatives
 - How will we ensure that AI aligns with our school's vision and values?
 - How will we address potential ethical concerns related to AI use?
 - What mechanisms will we put in place to monitor and evaluate the impact of AI on children?
 - Who will be responsible for leading the implementation of this policy?
 - How will we ensure that all staff are aware of their roles and responsibilities?
 - How will we communicate this policy to parents/carers and the wider community?
 - What specific AI tools and applications will we use in the school?
 - How will we ensure that AI is used to support our school improvement priorities?
 - What training and support will we provide to staff to help them use AI effectively?
 - How will we monitor the impact of AI on children's learning and well-being?
 - How will we address potential ethical concerns related to AI use?
 - How will we ensure that AI is used fairly and equitably?
 - What mechanisms will we put in place to monitor and evaluate the ethical impact of AI?
 - How will we ensure that all AI applications comply with data protection laws?
 - What measures will we put in place to protect children's personal data?
 - How will we respond to data subject requests (e.g., requests to access or erase personal data)?
 - How will we measure the success of this policy?
 - What data will we collect to inform the review process?
 - How will we involve staff, parents/carers, and children in the review process?

Version Control and Change History