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ROE GREEN INFANT AND NURSERY SCHOOL

Artificial Intelligence (AI) Policy

Nursery • Reception • Year 1 • Year 2

Policy owner	Headteacher / Senior Leadership Team
Approved by	Governing Body
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1. Policy Statement

Roe Green Infant School recognises that artificial intelligence (AI) is an increasingly significant part of modern life and will have an important role in the future lives of our pupils.

The school is committed to using AI thoughtfully, safely and responsibly where it provides genuine educational or operational benefits. AI will be used to support, rather than replace, professional judgement, relationships, teaching and learning.

As an infant school, we recognise that our pupils are particularly young and therefore require strong safeguards when encountering AI technologies. Our approach prioritises children's safety, wellbeing, privacy, development and educational needs.

Roe Green Infant School will ensure that any use of AI complies with relevant legislation, statutory guidance and school policies, including requirements relating to safeguarding, data protection, copyright, online safety and equality.

2. Purpose of this Policy

This policy sets out how Roe Green Infant School will:

- use AI safely and responsibly;
- protect pupils, families and staff from potential harms associated with AI;
- protect personal and confidential information;
- support staff in making appropriate use of AI;
- ensure that AI does not replace professional judgement;
- ensure pupils develop appropriate understanding of AI as part of their digital and wider education;
- establish clear expectations regarding pupil access to AI;
- ensure that AI-generated information is checked for accuracy, bias and appropriateness;
- comply with data protection and other legal requirements;
- provide a consistent approach for staff, pupils, governors, volunteers and visitors.

3. Scope

This policy applies to all employees of Roe Green Infant School; supply staff; governors and where applicable; volunteers; trainee teachers and students on placement; contractors and other individuals working on behalf of the school; pupils in Nursery, Reception, Year 1 and Year 2; parents and carers where AI is used in connection with school activities; and AI tools and services used on school devices, accounts, networks or for school purposes.

It applies to all forms of AI, including generative AI, chatbots and large language models, AI image/video/audio generators, AI-powered educational software, AI-assisted search engines, automated translation tools, AI-powered assessment or feedback tools, and AI features embedded within other software.

4. What is Artificial Intelligence?

Artificial intelligence refers to technology that can perform tasks which would normally require aspects of human intelligence.

Generative AI is a type of AI capable of producing new content, including text, images, audio, video and computer code.

AI systems can be useful, but they can also produce inaccurate, inappropriate, biased or misleading information. The school therefore requires appropriate human oversight of all AI use.

5. Our Principles for AI Use

5.1 Children come first

The safety, wellbeing, development and best interests of children will always take priority over convenience or potential efficiency gains.

5.2 Human judgement remains essential

AI will not replace the professional judgement of teachers, school leaders or other appropriately qualified staff. Any content, recommendation or output produced by AI must be reviewed by an appropriate member of staff before it is used.

5.3 AI use must have a clear purpose

Staff should only use AI where there is a clear and appropriate purpose and where the benefits justify the potential risks.

5.4 Privacy must be protected

Personal, confidential or sensitive information must not be entered into AI tools unless the tool and proposed use have been specifically approved by the school and appropriate data protection requirements have been met.

5.5 AI must not replace relationships

AI must not replace the relationships between children and trusted adults that are fundamental to effective early education.

5.6 Accuracy must be checked

AI can generate incorrect information or present inaccurate information confidently. Staff must therefore check AI-generated content before relying upon or sharing it.

5.7 Equality and inclusion

AI must not be used in ways that unfairly disadvantage individuals or groups. Staff must remain alert to bias, stereotyping and discriminatory content generated by AI.

5.8 Age-appropriate use

AI tools must only be used by pupils where their use is age-appropriate, authorised and supported by appropriate safeguards.

6. AI and Pupils

6.1 General position

Roe Green Infant School does not expect pupils in Nursery, Reception, Year 1 or Year 2 to have unrestricted access to public generative AI tools. Pupil-facing AI use will only take place where there is a clear educational purpose; the tool has been approved by the school; it is appropriate for the pupils' age; relevant age restrictions are complied with; safeguarding risks have been considered; appropriate filtering and monitoring are in place; a member of staff supervises the activity; and personal data is protected.

6.2 Nursery, Reception, Year 1

AI will primarily be experienced indirectly through carefully selected teacher-led resources. Staff may use approved AI tools to support the creation of stories, pictures, songs, vocabulary activities and role-play scenarios. Children will not be expected to independently use open-access generative AI chatbots.

6.3 Year 2

Teachers may introduce age-appropriate concepts relating to AI as part of computing, digital literacy or wider curriculum learning. This may include helping children understand what AI is, that computers can produce content, that AI can make mistakes, that not everything produced by a computer is true, and the importance of speaking to a trusted adult. Direct interaction with generative AI will only take place where specifically approved by the school and appropriately supervised.

7. AI and Teaching and Learning

AI may be used by staff to support teaching and learning where appropriate. Potential uses include generating ideas for lessons, producing draft activities, creating quizzes, generating vocabulary activities, adapting explanations, generating story prompts, creating images or illustrations, brainstorming activities, supporting planning, creating resources and generating examples.

AI-generated resources must always be reviewed by the member of staff using them. Staff must consider accuracy, age appropriateness, safeguarding, accessibility, bias, cultural sensitivity, curriculum suitability and copyright.

8. AI and Assessment

AI must not be used as the sole basis for making decisions about pupils.

AI must not independently determine pupil attainment, special educational needs, safeguarding concerns, behaviour sanctions, exclusions, progression, provision, intervention, reports to parents or any other significant decision affecting an individual child.

Teachers and school leaders must retain professional responsibility for assessment and decisions about pupils. Where AI is used to assist with assessment-related work, the output must be checked by an appropriately qualified member of staff.

9. AI and Special Educational Needs and Disabilities

AI may provide useful support for accessibility and inclusion, but it must not be assumed to understand the individual needs of a child.

Staff should consider whether AI-generated resources are appropriate for children with SEND, speech and language needs, English as an additional language, sensory needs, or children requiring reasonable adjustments. AI should supplement, not replace, advice from qualified professionals, teachers, support staff and families.

10. Staff Use of AI

Staff may use school-approved AI tools to support appropriate professional activities, including drafting lesson resources, generating ideas, creating non-sensitive administrative materials, producing draft communications, creating activities and questions, summarising non-confidential information, generating examples and supporting professional development.

Staff remain responsible for the final product. AI output must be checked before it is used or shared.

11. Prohibited Staff Use

Staff must not use AI tools to:

- enter confidential pupil information;
- enter safeguarding information;
- enter information about a child's SEND or medical needs;
- enter personal information about families;
- enter staff HR information;
- upload photographs of pupils;
- upload pupil work containing identifiable information;
- upload confidential school documents;
- generate decisions about individual pupils without appropriate human oversight;
- allow AI to communicate independently with pupils or parents unless specifically approved by the school;
- create content that is discriminatory, offensive, inappropriate or harmful;
- circumvent school filtering, monitoring or security arrangements.

If staff are unsure whether information may be entered into an AI system, they must not enter it until they have sought advice from the appropriate member of the school's leadership, DSL or data protection team.

12. Data Protection and Privacy

Roe Green Infant School will comply with applicable data protection legislation and the school's Data Protection and Privacy policies.

Staff must follow the principle of data minimisation when using AI.

As a general rule: Do not put personal or confidential information into an AI tool.

13. Procurement and Approval of AI Tools

No member of staff should introduce a new AI product for school-wide or pupil use without appropriate approval.

Before an AI product is approved, the school should consider age appropriateness; safeguarding; data protection; privacy; security; filtering and monitoring; accuracy; bias; accessibility; copyright; contractual arrangements; data retention; whether data is used to train the system; the provider's terms and conditions; the provider's approach to children's data; and potential impact on children's cognitive, emotional and social development.

The school's Data Protection Officer and Designated Safeguarding Lead should be consulted where appropriate before a new AI product is introduced.

14. Safeguarding and Online Safety

AI use will be incorporated into the school's wider safeguarding and online safety approach.

Staff should be aware that AI can be used to generate inappropriate images, misleading information, harmful or manipulative content, impersonation, scams, inappropriate conversations and synthetic images, audio or video.

Children should be taught to seek help from a trusted adult if they encounter something online that makes them feel uncomfortable, worried or unsafe.

Any safeguarding concern involving AI must be reported in accordance with the school's safeguarding procedures.

The school will maintain appropriate filtering and monitoring arrangements and will review their effectiveness regularly.

15. AI-Generated Images and Children's Images

Staff must not upload photographs or identifiable images of pupils to public AI image-generation or editing tools.

AI-generated images used in school must be checked to ensure that they are age appropriate, do not contain inappropriate or harmful content, do not reinforce harmful stereotypes, do not misrepresent protected characteristics, and do not breach copyright or other intellectual property rights.

16. Accuracy, Bias and Misinformation

AI-generated content can contain errors, invented information or biased representations. Staff must therefore treat AI outputs as draft material rather than authoritative information.

1. Is the information accurate?
2. Can it be verified using a reliable source?
3. Is it appropriate for the age and development of the children?
4. Could it contain bias or stereotypes?
5. Could it cause harm or misunderstanding?

6. Does it comply with the curriculum?
7. Would I be comfortable being accountable for this content as a professional?

17. Copyright and Intellectual Property

Staff must respect copyright and intellectual property rights when using AI. AI-generated content must not automatically be assumed to be free from copyright restrictions.

Staff should not upload copyrighted material to AI systems where this is not permitted; assume AI-generated content can always be freely reproduced; use AI to reproduce protected material without appropriate permission; or use pupils' original creative work to train AI systems without appropriate permission.

18. AI and Communication with Parents and Carers

AI may be used to assist staff in drafting routine communications. A member of staff must review all AI-assisted communications; personal information must not be entered into an unapproved AI system; communications must reflect the school's tone and values; and staff remain responsible for accuracy and appropriateness.

Sensitive communications, including safeguarding, complaints, SEND and significant behaviour matters, should be written and reviewed directly by an appropriate member of staff and should not rely upon unapproved AI tools.

19. AI and Staff Professionalism

Staff are expected to exercise professional judgement when using AI. AI must not be used as a substitute for professional knowledge, safeguarding judgement, teaching expertise, knowledge of individual children, relationships with families, professional conversations or leadership decision-making.

Use of AI should be transparent where appropriate and should not misrepresent AI-generated work as entirely original professional work where disclosure is required.

20. Training and Professional Development

The school will provide appropriate information and training to staff regarding safe use of AI, data protection, safeguarding, AI-generated misinformation, copyright, appropriate classroom use, school-approved AI tools and recognising AI-related risks.

Staff will be expected to keep their knowledge up to date as AI technology and relevant guidance develop.

21. Roles and Responsibilities

Governing Body

- oversee the school's approach to AI;
- ensure appropriate policies are in place;
- consider AI-related risks;

- ensure appropriate accountability and oversight.

Headteacher

- have overall responsibility for implementation of this policy;
- ensure staff understand their responsibilities;
- approve appropriate uses of AI;
- ensure AI-related risks are appropriately managed;
- ensure the policy is reviewed regularly.

Designated Safeguarding Lead

- consider AI-related safeguarding risks;
- ensure relevant concerns are managed through safeguarding procedures;
- contribute to decisions about pupil-facing AI tools.

Data Protection Officer

- advise on data protection implications;
- support appropriate risk assessment;
- advise on personal data and AI;
- support the school in meeting its data protection responsibilities.

Computing / Digital Lead

- support staff with appropriate AI use;
- advise on educational technology;
- support monitoring and review;
- contribute to staff training.

All Staff

- follow this policy;
- protect personal data;
- use only approved AI tools where required;
- check AI-generated content;
- report concerns;
- exercise professional judgement.

22. Reporting Concerns or Incidents

Staff must report suspected misuse or inappropriate use of AI to the appropriate member of staff.

Examples include accidental disclosure of personal information; inappropriate AI-generated content; a pupil accessing an unsuitable AI service; an AI-generated safeguarding concern; suspected misuse of AI by a pupil; a suspected data breach; and inappropriate use of AI by a member of staff.

Data breaches must be reported immediately in accordance with the school's data breach procedures.

Safeguarding concerns must be reported immediately to the Designated Safeguarding Lead or in accordance with the school's safeguarding procedures.

23. Parents and Carers

Roe Green Infant School recognises that children may encounter AI outside school. The school will encourage parents and carers to talk to children about safe technology use; supervise children's internet use appropriately; check age restrictions before allowing children to use online services; encourage children to speak to a trusted adult if they encounter something worrying; and avoid allowing young children unrestricted access to generative AI services.

The school will provide information to parents and carers where appropriate about children's safe and responsible use of AI.

24. Pupil Voice and Digital Literacy

Although pupils at Roe Green Infant School are very young, the school recognises the importance of developing early digital literacy.

Through the curriculum and wider school provision, pupils will be supported to understand that technology can be helpful but is not always correct; people are responsible for how technology is used; personal information should be kept private; they should tell a trusted adult if something online worries them; computers and AI do not replace human relationships; and information found online should be questioned and checked.

Learning will be age-appropriate and integrated into the school's existing computing, online safety and wider curriculum provision.

25. Monitoring and Review

The use of AI within the school will be reviewed regularly.

The school will consider new AI technologies; changes to legislation; changes to DfE guidance; safeguarding developments; data protection requirements; feedback from staff, pupils and parents; incidents or concerns; and the effectiveness of existing controls.

This policy will be formally reviewed at least annually, or sooner where significant changes occur.

26. Related Policies

This policy should be read alongside the school's Safeguarding and Child Protection Policy; Acceptable Use Policy; Data Protection / Privacy Policy; Behaviour Policy; SEND Policy; Equality Policy; Staff Code of Conduct; Complaints Policy; Data Breach Procedure; and E-Safety Policy.

27. Policy Review

Policy owner	Headteacher / Senior Leadership Team
Approved by Governing Body	September 2026
Date	23 rd September 2026
Review date	September 2027

Signed: _____

Reference Note

This policy has been drafted with reference to current Department for Education guidance on generative AI in education, AI product safety, and data protection considerations when using generative AI in schools. The school should review this policy against its own safeguarding, data protection, IT and procurement arrangements before formal adoption.

This document is a school policy template and does not replace advice from the school's Data Protection Officer, safeguarding lead, IT provider, legal adviser or relevant statutory guidance.