AI and E-Safety Policy

To be reviewed Annually.
Policy Agreed November 2026. To be reviewed October 2027.



Everton Nursery School and Family Centre

AI and E-Safety Policy

Purpose
This policy outlines the responsible use of Artificial Intelligence (AI) technologies and e-safety practices within Everton Nursery School and Family Centre. This policy ensures that AI tools are used ethically, safely, and in ways that support children's learning, staff development, and operational efficiency, while safeguarding the wellbeing, privacy, and rights of all members of our community.

Scope
This policy applies to all staff, volunteers, governors, students, contractors, and external providers who use or interact with AI tools or digital technologies within the nursery setting.

1. Principles for AI Use in Early Years

1.1 Child-Centred
AI must never replace human interaction, relationships, or professional judgement. AI should enhance, not replace, high-quality teaching, play, communication, and care.

1.2 Transparency
Staff, governors, and families will be informed about how AI technologies are used within the Nursery School and Family Centre.

1.3 Ethical Use
AI tools must be used in accordance with safeguarding, equality, inclusion, data protection, and professional standards.

1.4 Developmentally Appropriate
AI will not be used directly with children unless it supports age-appropriate learning, has educational value, and has been appropriately risk assessed.

1.5 Human Oversight
All decisions affecting children, families, safeguarding, assessments, referrals, staffing, or professional judgements must remain the responsibility of qualified staff. AI-generated suggestions must always be reviewed by a member of staff and must never be accepted without professional consideration.

1.6 Inclusion and Equality
Staff must be aware that AI systems can sometimes generate biased, inaccurate, or discriminatory content. All AI outputs should be reviewed to ensure they promote equality, diversity, inclusion, and respect for all individuals.

2. Acceptable Uses of AI

2.1 Administrative Support
AI may be used to streamline planning, routine documentation, administrative tasks, and communications, such as drafting newsletters, letters, meeting agendas, and planning ideas.

2.2 Professional Development
Staff may use AI to access training materials, generate reflective questions, support professional research, and explore relevant educational guidance.

2.3 Curriculum Enhancement
AI-generated content, including stories, images, resources, and activity ideas, may be used to enrich learning environments provided all materials are reviewed for age-appropriateness, accuracy, inclusivity, and safeguarding suitability.
2.4 Approved AI Tools
Only AI tools approved by Everton Nursery School and Family Centre may be used for nursery-related activities. Staff should use nursery-provided accounts where available and must not use unapproved AI applications to process nursery information. A register of approved AI tools will be maintained and reviewed regularly.

3. E-Safety and Safeguarding

3.1 Use of Children's Personal Information
Children's personal information will only be collected, stored, and used in accordance with data protection legislation and nursery policies. Explicit parental consent must be obtained before any personal data is entered into AI systems or digital platforms.
3.2 Supervised Access
Children's access to digital technologies is always supervised. AI tools will not be used for unsupervised interaction with children.
3.3 Data Protection
No identifiable personal data relating to children, families, staff, or safeguarding matters will be entered into public AI systems unless specifically authorised and compliant with UK GDPR and Data Protection legislation.
3.4 Content Review
All AI-generated content must be reviewed by a member of staff before being used with children, shared with families, or included in nursery documentation.
3.5 Digital Literacy
Staff will model safe, respectful, responsible, and critical use of digital technologies and AI tools.
3.6 Risk Assessment
Before any new AI tool is introduced, Everton Nursery School and Family Centre will undertake an appropriate risk assessment considering:

- Safeguarding implications
- Data protection and security
- Accuracy and reliability
- Age appropriateness
- Accessibility and inclusion
- Potential impact on children, families, and staff

3.7 Misinformation and Accuracy
AI systems can generate inaccurate, misleading, or fabricated information. Staff must verify information generated by AI before using it for planning, assessment, communication, decision-making, or professional documentation.
3.8 AI-Generated Images, Audio and Video
The creation or use of AI-generated images, audio, or video involving children must be carefully considered. Photographs, recordings, or personal information relating to children must not be uploaded into AI systems without appropriate parental consent and compliance with data protection requirements.

Staff should remain aware of the risks associated with manipulated media, including deepfakes and misleading synthetic content.

3.9 Filtering and Monitoring

Appropriate filtering, monitoring, and safeguarding measures will be maintained to reduce risks associated with internet use, AI-enabled services, and digital technologies.

3.10 Safeguarding First

Safeguarding remains the primary consideration in all decisions relating to the use of AI technologies. Where concerns arise regarding a tool's safety, reliability, or impact on children, its use will be suspended pending review.

4. Staff Responsibilities

All staff are responsible for:

1. Ensuring AI tools are used in line with this policy and the wider safeguarding framework.
2. Using only approved AI tools and platforms.
3. Fact-checking and quality-assuring all AI-generated content before use.
4. Protecting the confidentiality and privacy of children, families, and colleagues.
5. Never entering identifiable child, family, staff, or safeguarding information into public AI platforms unless specifically authorised.
6. Clearly acknowledging when significant content has been created or substantially assisted by AI where appropriate.
7. Reporting AI-related safeguarding concerns, misinformation, inappropriate content, security concerns, or breaches immediately to the Designated Safeguarding Lead (DSL) and senior leadership team.
8. Participating in AI awareness, online safety, and data protection training.
9. Monitoring children's interactions with digital technologies and intervening where necessary.
10. Working collaboratively to improve safe and effective use of technology across the setting.

5. Training and Awareness

Everton Nursery School and Family Centre will provide regular training and guidance for staff and governors on:

- Safe and ethical use of AI
- Online safety and safeguarding
- Data protection and privacy
- Recognising AI-generated misinformation
- Identifying and mitigating bias in AI outputs
- Risks associated with deepfakes and manipulated content
- Safe and effective use of emerging technologies

Children will be supported in developing age-appropriate awareness of digital technologies through supervised experiences and positive staff role modelling.

6. Role of Governors

Governors have a key role in overseeing the implementation and effectiveness of this AI and E-Safety Policy.

They will:

1. Ensure compliance with legal, safeguarding, and ethical standards relating to AI and digital technologies.
2. Support leaders in identifying and managing risks associated with AI.
3. Monitor the effectiveness of AI-related safeguarding arrangements.
4. Review AI and E-Safety Policy updates and associated procedures.
5. Receive updates regarding the school's use of AI technologies and associated risks.
6. Support the leadership team in promoting a safe, inclusive, and responsible digital environment.

7. AI Incident Reporting

Any concerns relating to AI technologies, including:

- Inappropriate content
- Safeguarding concerns
- Data protection breaches
- Inaccurate or misleading information
- Bias or discriminatory outputs
- Unauthorised use of AI systems
- Security incidents

must be reported immediately in accordance with the Nursery School's safeguarding, whistleblowing, and data breach procedures.
All incidents will be reviewed to identify lessons learned and improve future practice.

Related Policies

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection and GDPR Policy
- Staff Code of Conduct
- Acceptable Use of Technology Policy
- Curriculum and Learning Policy
- Whistleblowing Policy

8. Monitoring and Review

This policy will be reviewed annually, or sooner in response to significant developments in technology, legislation, safeguarding guidance, or operational practice.
Feedback from staff, governors, families, and relevant professionals will be used to inform policy updates and ensure continued best practice.

This version is more closely aligned with current education-sector AI guidance and is suitable for adoption by **Everton Nursery School and Family Centre** as a standalone policy.

This policy was reviewed by a group of governors at the PFR Committee in November 2026, to be ratified in January 2027 by the full Governing Body.