

Created by: Liz Collins
Responsibility: FGB Reviewed
by: Liz Collins This Review: March
2026
Next Review Due: March 2027
Cycle: Annual
Ratified by: FGB

Introduction

Wootey Infant School recognises that Artificial Intelligence (AI) is an emerging technology that may support teaching, learning, administration and professional practice when used appropriately. This policy sets out how AI tools may be used safely, ethically and responsibly within an infant school context.

The school is committed to ensuring that any use of AI is consistent with its statutory duties relating to safeguarding, data protection, equality, and the promotion of children's wellbeing. AI must never replace professional judgement, relationships, or play-based learning that are central to early years and Key Stage 1 education.

This policy should be read alongside other relevant school policies, including Safeguarding and Child Protection, Data Protection, Online Safety, and Acceptable Use.

Legislation and Guidance

This policy is informed by, and should be read in conjunction with, the following statutory guidance and legislation: - **Keeping Children Safe in Education (KCSIE)**– Department for Education (latest version) - UK General Data Protection Regulation (UK GDPR) - Data Protection Act 2018 - Equality Act 2010 - DfE guidance on Teaching Online Safety in Schools

In line with KCSIE, the school recognises that safeguarding and promoting the welfare of children is everyone's responsibility and that technology, including emerging AI tools, can present safeguarding risks.

This policy demonstrates how Wootey Infant School takes reasonable and proportionate steps to: - Identify and manage risks associated with online and digital technologies - Ensure appropriate filtering and monitoring are in place - Maintain effective staff training and awareness - Respond promptly and appropriately to safeguarding concerns arising from digital or AI-related activity.

Scope

This policy applies to:

- All teaching and support staff
- School leadership and governors
- Volunteers, trainees and contractors
- Pupils aged 4–7, where AI tools are used under adult supervision
- Parents and carers where AI is used to support communication

Definition of Artificial Intelligence

- Artificial Intelligence (AI) refers to digital systems or tools that can generate content, make suggestions, or analyse data, such as text generators, image generators, speech tools or adaptive learning software.
- **Open generative AI tools:** Tools accessible to the public which may store, share or learn from user inputs.
- **Closed generative AI tools:** Tools that operate within a secure environment and do not share user data externally.

Principles

The Governing Body of Wootey Infant School expects that any use of AI will be underpinned by the following principles:

- AI use must be **child-centered and age-appropriate**
- Safeguarding and welfare of children are paramount
- Human oversight and accountability are essential
- AI must support, not replace, professional judgement
- Transparency with staff and parents is required
- Equality, inclusion and fairness must be upheld
- Personal data must be protected at all times

Acceptable Use of AI

AI tools may be used by staff to support workload reduction and improve efficiency:

- Support lesson planning and preparation
- Assist with administrative tasks such as drafting letters or policies
- Support staff professional development
- Improve accessibility and clarity of communications
- Support analysis of data, following the school's Data Protection Policy

All AI-generated content must be checked, adapted and approved by staff before use. AI tools may be used with pupils only where:

- The tool is suitable for young children
- Use is supervised by a member of staff
- No identifiable personal data is entered
- The activity supports EYFS or KS1 curriculum principles

Unacceptable and Prohibited Use

AI must not be used to:

- Replace teacher observation, assessment or decision-making
- Generate pupil reports or assessments without staff review
- Allow unsupervised pupil interaction with AI systems

- Enter personal or sensitive data relating to pupils or staff into Open Generative AI tools
- Create images, audio or video of pupils without consent
- Make automated decisions about behaviour, attainment or support

Safeguarding

Safeguarding considerations apply to all uses of AI. Staff must ensure that:

- Children do not interact independently with AI tools
- All AI-generated content is checked for suitability and accuracy
- Any safeguarding concerns arising from AI use are reported in line with the school's Safeguarding and Child Protection Policy

Data Protection and Confidentiality

All use of AI must comply with the UK GDPR and the Data Protection Act 2018. Staff must not input:

- Names of pupils or staff
- Photographs, videos or audio recordings of pupils
- Any identifiable or sensitive personal data into Open Generative AI Tools

Only AI tools approved by the Headteacher or Senior Leadership Team may be used for school purposes. See appendix.

Equality and Bias

Staff must be aware that AI systems can reflect bias.

AI-generated materials must be reviewed to ensure that they:

- Reflect diversity positively
- Avoid stereotypes
- Are inclusive of all pupils and families

Responsibilities

All staff and volunteers are responsible for:

- Using AI professionally and ethically
- Reviewing and adapting AI-generated content
- Maintaining confidentiality
- Adhering to this policy and related school policies

The Headteacher and Senior Leadership Team are responsible for:

- Approving AI tools for use
- Providing guidance and oversight
- Monitoring compliance with this policy

The Governing Board has overall responsibility for:

- Monitoring this policy and holding the headteacher to account for its implementation.
- Ensure this policy is reviewed annually.

Pupils and Parents

Pupils will be taught age-appropriate online safety skills, including awareness that digital content may be computer-generated.

Parents and carers will be informed where AI tools are used to support learning or communication and may raise concerns or questions at any time.

Training

Staff will receive guidance on AI use as part of safeguarding and digital safety training.

Updates will be provided as technology and guidance develop.

Responding to Misuse or Concerns

Any misuse of AI by staff will be managed in line with the Staff Code of Conduct and disciplinary procedures.

Any safeguarding concerns will be managed in line with safeguarding procedures and may be escalated to external agencies where appropriate.

Monitoring and Review

This policy will be reviewed annually, or sooner if required due to changes in legislation, guidance or technology.

Related Policies

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Online Safety Policy
- Acceptable Use Policy
- Teaching and Learning Policy

Date adopted: 16/03/26

Headteacher: T McKee

Appendix- Approved AI

tools

ChatGPT, Google Gemini, Microsoft Co-Pilot, Oak AI, The KeyGPT