Artificial Intelligence (AI) Policy

1. Purpose & Scope

This policy governs the use of Artificial Intelligence (AI) across Ringle Rainbow Nursery, especially via our nursery management system BabysDays, to ensure safe, transparent, and ethical use in line with UK government guidance and statutory expectations.

2. Context & Guidance

We refer to:
- DfE: Generative AI in education (June 2025)
- GOV.UK: AI and data protection in schools
- SWGfL: Using AI safely in education
- Ofsted's approach to AI
- National AI Strategy

These sources guide our ethical and secure use of AI in early years settings.

3. Acceptable Uses of AI

AI tools within BabysDays may be used for:
- Administrative support (e.g., reports, reminders, accident analysis)
- Digitised record-keeping and safeguarding alerts
- Child development insights (AI-generated only, with staff review)

AI assists but does not replace professional judgement.

4. Transparency & Oversight

- All AI outputs are clearly labelled and reviewed by staff.
- Parents can request human review of AI-generated decisions under GDPR.
- No personal data is entered into external AI tools.

5. Data Protection & Privacy

- Only closed AI systems are used (e.g., BabysDays).
- Personal data is not shared externally.
- Data Protection Impact Assessments (DPIAs) are carried out for new AI features.
- Compliance with UK GDPR and Privacy Notice updates is maintained.

6. Equity, Bias & Safeguarding

- AI tools are reviewed for fairness and bias.
- Staff are trained to critically assess outputs.
- Any safeguarding trends flagged by AI are escalated to the DSL (Jack Nash) or Deputy DSLs (Charlotte Baldock, Penny Reidy).

7. Staff Training & Responsibilities

- Staff are trained on AI functionality and data protection.
- Only authorised users may enable or interpret AI features.
- AI outputs are reviewed during supervision and team meetings.

8. Third-Party AI Providers

- Any new AI systems must be risk-assessed.
- Parents are informed and may opt-out of profiling features.
- Third-party AI is not used without consent and governance.

9. Review & Governance

- This policy aligns with Ofsted and the National AI Strategy.
- Reviewed annually or upon statutory updates.
- Monitored by the Nursery Leadership Team and DSLs.

Reviewed:01/09/2025 By P Reidy