


Federation AI Policy

(Appendix 2)

School Name	Cambridge Nursery Federation
Date Approved	September 2025
Review Date	As required
Agreed and Signed by Headteacher	
Name	Ruth Holman
Agreed and Signed by Chair of Governors	
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Aims

Our Federation aims to ensure that Artificial Intelligence (AI) will be integrated responsibly into our activity. In this context AI refers to generative AI tools such as ChatGPT as well as other tools, both educational and administrative, that include AI features.

We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including pupils' work, to train Generative AI models without appropriate consents or exemptions in place.

Legislation and guidance

Cambridge Nursery Federation expects everyone who uses AI to comply with all relevant laws, regulations, policies and guidelines covering safeguarding, data protection, copyright and other relevant areas.

This policy takes account of statutory guidance included in Keeping Children Safe in Education and DfE guidance on Meeting Digital and Technology Standards in Schools and Colleges and is informed by the DfE guidance Generative artificial intelligence (AI) in education.

Principles

In implementing and using generative AI Cambridge Nursery Federation will follow these key principles:

Ethical Compliance: At Cambridge Nursery Federation we are aware that AI-generated content may possess biases or inaccuracies. We will always verify AI-produced results using trusted sources before considering them in work. We are committed to ensuring that whenever Generative AI is used bias of all forms will be addressed.

Transparency: We will ensure that staff, parents and other stakeholders are aware when and why Generative AI is used in school.

Privacy: We will comply with all current data protection legislation ensuring that parental consent is sought and obtained for the use of AI where necessary. We will safeguard all pupil, staff, and stakeholder data. Our Data Protection Policy can be found on our website.

Accountability: Cambridge Nursery Federation holds itself accountable for the implementation and development of AI systems. We will identify a member of the Leadership Team who will lead this work and will ensure compliance with this policy.

Access: We will only allow the use of AI with pupils when it has been demonstrated that its use will enhance the experience and could improve their outcomes.

Workload: At Cambridge Nursery Federation we look for ways to better manage the workload of our staff. We will only implement AI when it has been shown that to do so will reduce the demands on

staff. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation.

Responsible Use of AI

- Staff must not share personal data with AI tools without approval from the Executive Headteacher
- Staff can use AI tools to support their work as long as no personal data is shared with the tool. Staff must be open and transparent with their colleagues when they have used generative AI to produce curriculum materials. This will allow colleagues to check the reliability and veracity of the resources produced.
- Staff wanting to use AI must conduct a risk assessment in the form of a GDPR compliant DPIA to assess the threat to personal data. Approval to use an AI tool will only be granted when a DPIA has been completed and needs to be agreed by our DPO.
- Staff are expected to use their professional judgement to check any AI generated content for accuracy, bias and relevance before it can be used in the classroom. Staff must not use AI generated content where they have not carried out necessary and appropriate checks.

Policy Review

At Cambridge Nursery Federation we understand that AI is a rapidly developing technology. What is seen as good practice today might be regarded as dangerous in the future. This policy will be kept under review by the leadership team and will be formally reviewed on an annual basis.