

# Artificial Intelligence (AI) Professional Use Guidance

## Purpose

EDG Nursery recognises that Artificial Intelligence (AI) technology is increasingly being used within workplaces to support administrative and professional tasks.

AI tools can be useful in helping staff work efficiently, organise information, develop initial drafts and reduce time spent on routine administrative tasks. EDG Nursery does not prohibit the appropriate use of AI and recognises that, when used responsibly, it can support staff to manage their workload effectively.

However, AI must be used as a **supporting tool and not as a replacement for professional knowledge, individual judgement, established nursery procedures or the staff member's own work and accountability.**

This guidance establishes EDG Nursery's expectations for the professional and responsible use of AI by staff.

## EDG Policies, Manuals and Procedures Come First

EDG Nursery has established policies, procedures, manuals and standard operating procedures which have been developed by the Directors and management team to reflect how the nursery operates.

These documents remain the **primary source of guidance for staff.**

Staff must not use AI-generated information as an alternative to consulting:

- EDG Policies and Procedures
- departmental manuals
- standard operating procedures
- the Staff Handbook
- management instructions
- safeguarding procedures
- statutory guidance
- other approved nursery documentation.

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All policies contained within this handbook have been created in line with current legislation and statutory guidance. EDG Nursery reviews all policies annually and updates them sooner where changes to legislation, statutory guidance, and recognised sector best practice.

Where an EDG procedure already exists, staff are  
**rather than asking an AI system to determine how the nursery should operate.**

AI-generated advice must never override an existing EDG policy, procedure or management instruction.

If a member of staff is unsure about a procedure, they should refer to the appropriate nursery document or seek guidance from their line manager or management team.

### **Appropriate Uses of AI**

Subject to the requirements within this guidance, AI may be used to assist with tasks such as:

- structuring an initial draft of an email
- improving grammar, spelling or presentation
- helping organise non-confidential information
- suggesting headings or document structures
- summarising non-confidential information
- supporting the presentation of data
- brainstorming ideas
- helping staff organise their own written work
- improving the clarity of information they have already prepared.

AI should assist the member of staff to complete their work more efficiently.

It should not become the author, decision-maker or source of professional judgement.

### **Staff Remain Responsible for Their Work**

The member of staff submitting, sending or presenting a piece of work remains **fully accountable for its content**, regardless of whether AI was used to assist with its preparation.

Before any AI-assisted work is:

- emailed
- uploaded
- shared with parents
- presented to management

- presented to Directors
- added to nursery documentation
- placed on Ovivio
- used to inform practice,

the member of staff responsible must read and check the **entire document**.

Staff must never submit AI-generated work without understanding what it says.

The fact that information has been produced by an AI system does not mean that it is accurate.

### **Accuracy and Fact-Checking**

AI systems can produce information that:

- sounds convincing but is incorrect
- contains outdated information
- misinterprets legislation or guidance
- refers to procedures that do not apply to EDG Nursery
- invents statistics, sources or references
- makes assumptions where information is missing
- presents opinion as fact.

Staff must therefore independently verify factual information before using it.

Where information relates to legislation, safeguarding, employment, health and safety, funding, Ofsted requirements or other regulatory matters, staff should refer to the appropriate **official or approved source** rather than relying solely on AI-generated information.

Where staff are unsure, the matter should be escalated to management.

### **Maintaining an Authentic Professional Voice**

EDG Nursery expects professional communication to remain **authentic, meaningful and appropriate to its intended audience**.

AI-generated emails, reports or documents should not be copied and sent without consideration.

Staff should ensure that correspondence:

- reflects what they genuinely intend to convey
- sounds appropriate for EDG Nursery
- reflects their knowledge of the situation
- is proportionate to the issue being addressed
- does not unnecessarily overcomplicate straightforward information
- avoids excessive jargon or generic wording
- accurately represents discussions and decisions that have taken place.

When presenting information to the Directors or management team, staff must be able to **explain and discuss the content themselves**.

Staff should never present AI-generated analysis, recommendations or conclusions as their own professional assessment if they have not personally considered and understood them.

## **AI and Decision-Making**

AI must not make decisions on behalf of EDG Nursery.

Professional decisions must remain with appropriately authorised staff.

This is particularly important when decisions relate to:

- safeguarding
- allegations against staff
- children's welfare
- SEND
- staff performance
- disciplinary matters
- grievances
- recruitment
- suitability
- complaints
- health and safety
- medication
- admissions
- fees or financial decisions
- regulatory reporting.

AI may assist staff in organising information, but the final assessment and decision must always be made by the appropriate person.

## Confidentiality and Personal Information

Staff must exercise particular caution when entering information into external AI platforms.

Unless an AI system has been specifically approved by EDG Nursery for that purpose, staff must not enter or upload identifiable or confidential information relating to:

- children
- parents or carers
- staff
- applicants
- safeguarding concerns
- SEND information
- medical information
- accidents or incidents
- complaints
- disciplinary matters
- grievances
- staff performance
- confidential business information
- photographs or recordings of children.

Names should not simply be removed if the remaining information could still allow an individual to be identified.

Staff should refer to the Online Safety, Digital Technology, Mobile Phones & Smart Devices Policy and Data Protection and Confidentiality Policy for further guidance.

## Safeguarding and AI

AI must never replace safeguarding procedures or professional curiosity.

If a safeguarding concern arises, staff must follow EDG Nursery's **Safeguarding and Child Protection Policy** and report the concern through the established safeguarding procedures.

Staff must not use an AI platform to decide:

- whether something constitutes a safeguarding concern
- whether a referral should be made
- whether an allegation meets a reporting threshold
- whether information should be shared

- whether a child is at risk.

Where advice is required, staff must seek guidance from the DSL, Deputy DSL or appropriate safeguarding authority in accordance with nursery procedures.

### **Use of AI for Emails and Correspondence**

AI may be used to assist with drafting correspondence, but the person sending the communication must take ownership of the final message.

Before sending an AI-assisted email, staff must ask:

**Does this accurately reflect what I mean?**

**Are all of the facts correct?**

**Does this reflect EDG's actual policies and procedures?**

**Have I removed unnecessary jargon or generic wording typically produced by AI tools?**

**Does this sound appropriate and authentic?**

**Would I be comfortable explaining and standing behind everything written here?**

If the answer to any of these questions is no, the correspondence should not be sent until it has been amended.

### **Reports and Information Presented to Directors**

Particular care must be taken when AI is used to assist with reports, proposals, reviews or data presented to the Directors.

Staff must not use AI to create the appearance of analysis that they have not actually undertaken.

Where recommendations are presented, the person responsible should be able to explain:

- the evidence considered
- how conclusions were reached
- where data originated
- why a recommendation is appropriate

- how it relates to EDG's current position
- which EDG procedures or external guidance have been considered.

AI-generated statements should not be treated as evidence.

Any statistics, benchmarking, legislation, external comparisons or factual claims generated through AI must be verified before being presented as fact.

### **Creating Policies, Procedures and Formal Documents**

AI may support the drafting or formatting of documents; however, it must not independently determine EDG Nursery's policies or procedures.

Before any AI-assisted policy, procedure or formal document is adopted, it must:

- be checked against EDG's existing documentation
- reflect actual nursery practice
- be checked against relevant current legislation or statutory guidance where applicable
- be reviewed for factual accuracy
- be amended to reflect EDG terminology and responsibilities
- receive the appropriate management or Director approval.

Staff must not introduce a new procedure just because it has been suggested by an AI system.

### **Using AI Efficiently and Responsibly**

EDG Nursery acknowledges that responsible AI use can save valuable administrative time and allow managers and staff to focus more attention on:

- children
- staff development
- quality improvement
- leadership
- safeguarding
- family relationships

- operational priorities.

We therefore encourage staff to use technology intelligently where it genuinely improves efficiency.

However, **saving time must never come at the expense of accuracy, professionalism, authenticity, confidentiality or sound professional judgement.**

AI should improve the quality and efficiency of our work — not reduce our ownership of it.

## Management Oversight

Management may challenge or return work where:

- information appears inaccurate
- the author cannot explain its content
- it does not reflect EDG procedures
- excessive generic or AI-style language makes the meaning unclear
- factual claims have not been verified
- confidential information appears to have been entered into an unauthorised AI platform
- the work does not demonstrate the professional knowledge reasonably expected of the person's role.

Where necessary, staff may be asked to revise the work themselves or provide the evidence supporting their conclusions.

Repeated or inappropriate use of AI may be addressed through supervision, performance management or disciplinary procedures depending on the circumstances.

## Key Principle

**AI can assist you with your work. It cannot take responsibility for your work.**

Every member of staff remains professionally accountable for anything they create, submit, communicate or recommend using AI assistance.

Before using AI, staff should always consider:

### 1. Do we already have an EDG policy, manual or procedure covering this?

If yes- **refer to this first.**

## **2. Am I sharing confidential or identifiable information?**

If yes- **do not enter it into an unauthorised AI platform.**

## **3. Have I checked the information for accuracy?**

AI-generated information must be independently reviewed.

## **4. Does the finished work genuinely reflect my professional judgement?**

If not- **it is not ready to be submitted or sent.**

## **5. Can I confidently explain and justify what I have written?**

If not- **review the work before using it.**

### **Related Policies and Procedures**

This guidance should be read alongside:

- Online Safety, Digital Technology, Mobile Phones & Smart Devices Policy
- Data Protection and Confidentiality Policy
- GDPR Privacy Notice
- Safeguarding and Child Protection Policy
- Access and Storage of Information Policy
- Staff Code of Conduct
- Staff Supervision Policy
- Whistleblowing Policy and Procedure
- EDG departmental manuals and standard operating procedures.

### **Review**

This guidance will be reviewed regularly due to the rapidly developing nature of Artificial Intelligence and digital technology.

EDG Nursery reserves the right to introduce additional restrictions or controls where new AI technologies create safeguarding, confidentiality, data protection or professional practice risks.