



DIOCESE OF SOUTHWELL
& NOTTINGHAM

MULTI ACADEMY TRUST

SNMAT

Artificial Intelligence (AI) Guidance Checklist

Policy:	Use of Artificial Intelligence Policy – Checklist
Approved by:	
Date:	July 2025
Review Cycle:	Annual

Versions:			
VERSION	DATE	AUTHOR	CHANGES
Initial	July 2025	Mark Hardisty – Trust IT Manager	Initial Version.
25.09	Sept 2025	MJH	Added Grok
25.12	Dec 2025	MJH	Spelling and format tweaks. Added that any school DPIAs must be shared with the MAT Data Protection Officer. Added KCSIE reference.

ARTIFICIAL INTELLIGENCE – SCHOOLS COMPLIANCE CHECKLIST

The objective of this guidance is to provide a framework for the implementation, adoption, integration and management of Artificial Intelligence tools and services.

SCHOOLS MUST:

- Assign a Digital Link role to a member of the Local Governing Body.
- Assign a member of the Senior Leadership Team (SLT) to be the Digital Lead responsible for AI integration.
- Form an AI Evaluation Team including the Academy Data Protection Coordinator, Digital Lead, Teaching Staff, SENCO and IT Support
- Ensure that any AI tools are evaluated by the AI Evaluation Team before use to determine how they can/cannot be used.
- Ensure Data Protection Impact Assessments (DPIAs) are carried out by the AI Evaluation team for AI systems and share these with the MAT DPO.
- Protect personal and special category data and ensure GDPR and Data Protection compliance.
- Adhere to KCSIE eSafeguarding and monitor safeguarding risks including inappropriate content output, deepfakes, impersonation and harassment.
- Provide staff and student training and ensure a culture of safe AI use across the curriculum and for admin purposes.

SCHOOLS MUST NOT:

- Use AI tools that are not approved or vetted by the AI Evaluation Team.
- Allow AI to replace direct instruction or teacher interaction.
- Rely solely on AI-generated content without human verification.
- Allow pupil access to AI tools without proper safeguards.
- Use free, public AI tools (ChatGPT, Gemini, Grok) for school purposes.
- Export data from AI tools to e-mail (unless this is the purpose of the specific AI tool and has been approved for use by the AI Evaluation Team).