



DIOCESE OF SOUTHWELL
& NOTTINGHAM

MULTI ACADEMY TRUST

SAMWORTH
CHURCH
ACADEMY



SNMAT

Artificial Intelligence (AI) Guidance Checklist

Policy:	Use of Artificial Intelligence Policy – Checklist
Prepared For:	Academy Heads/Principals & SLT Digital Leads
Date:	March 2026
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.
26.03	Mar 2026	MJH	Slight amendments to mandate DPIAs. Age-appropriate and content moderation safeguards added.

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 Digital Technology (including 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.
- Mandate 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 filter/monitor AI 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 administrative 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 on AI-generated content without human verification.
- Allow pupil access to AI tools without proper age-appropriate evaluation and content/moderation 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).