AI Safe-Use Checklist

Back in the Room Education · AI & Digital Learning Hub

This checklist supports professional judgement. It does not replace safeguarding, organisational policies or DPO advice. A line-manager discussion alone does not constitute formal approval.

A · Before using a tool

- ■ The tool is formally approved by your organisation, or you have followed its approval process.
- ■ You use the organisation-provided account where available.
- ■ You know who handles data protection and IT approvals.
- ■ You have checked provider age and account terms for learner use.
- ■ You have checked assistive-technology compatibility.

B · Data and privacy

- ■ No names, contacts, health/SEND or safeguarding information, or identifying combinations of details, have been entered into an unapproved service.
- ■ Any permitted personal-data processing has the required organisational assessment, notices and approvals.
- ■ You understand the service may collect information beyond your prompt.
- ■ No confidential or third-party copyrighted materials have been uploaded without permission or lawful basis.

C · Accuracy and professional judgement

- ■ You have checked facts, figures, dates and examples against reliable sources.
- ■ You have checked level, tone and reading demands.
- ■ You have reviewed bias, stereotypes and exclusion.
- ■ You retain responsibility for marking and decisions affecting learners.

D · Safeguarding and wellbeing

- ■ Learners know who to tell if AI content is inappropriate or upsetting.
- ■ You have considered whether the tool is appropriate for personal or emotional advice.
- ■ You can explain your AI use to learners, families and managers.

E · Inclusion and accessibility

- ■ Generated resources have meaningful headings, alt text and contrast.
- ■ You offer options rather than assuming a single tool works for everyone.
- ■ Full-level source materials remain accessible.

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■ Learners without home internet or devices are not excluded.

F · Assessment integrity
■ You have checked qualification-specific awarding body / JCQ rules where applicable.
■ Learners know what AI use is allowed and how to acknowledge it.
■ AI has not produced evidence the learner must produce independently.
■ You know the organisation’s process for suspected malpractice.

G · Transparency and review
■ You explain when and why AI was used, in line with policy.
■ You have noted the tool and date used.
■ You have set a review date after four weeks or one term.

Name: _____ Role: _____ Tool: _____

Date: _____ Approved by (if required): _____ Next review: _____

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