

Building Your School's AI Policy

A checklist for SLT and safeguarding leads



Template & Checklist

Use this checklist alongside our article, *Building Your School's AI Policy*, to make sure your policy covers what it needs to — and that every section has a clear, jargon-free answer for parents. Work through each part with your SLT or safeguarding lead, and use the shaded prompts to plan what you'll actually say to families.

1. Acceptable use for staff

- ☐ Lesson planning and resource creation – which tools are approved
- ☐ Marking and feedback support – boundaries on what AI can and can't do
- ☐ Admin and communications – rules for AI-drafted letters, emails or reports
- ☐ Pupil data – clear list of what must never be entered into an AI tool

PARENT COMMUNICATION PROMPT

How will you explain to parents what staff do and don't use AI for – for example, in marking their child's work?

2. Acceptable use for pupils

- ☐ Age-appropriate boundaries by year group / key stage
- ☐ Sanctioned tools (if any) for classroom use
- ☐ How AI misuse links to your existing behaviour policy
- ☐ Guidance for homework and independent study use

PARENT COMMUNICATION PROMPT

What's the one-sentence version you'd give a parent asking, "Is my child allowed to use AI for homework?"

3. Data and safeguarding

- ☐ List of pupil information that must never go into an AI tool
- ☐ Links to your existing GDPR / data protection policy
- ☐ Links to your existing safeguarding policy and named contacts
- ☐ Process for reporting an AI-related data or safeguarding concern

PARENT COMMUNICATION PROMPT

How would you reassure a parent who's worried about their child's data being used by an AI tool at school?

4. Academic integrity

- ☐ Clear distinction between AI-assisted and AI-generated work
- ☐ Rules for coursework, homework and exam preparation
- ☐ Consequences for misuse, cross-referenced with behaviour policy
- ☐ Guidance for staff on identifying and discussing AI-generated work

PARENT COMMUNICATION PROMPT

Could a parent explain, in their own words, the difference your school draws between AI help and AI cheating?

5. Review and ownership

- ☐ Named owner responsible for keeping the policy up to date
- ☐ Fixed review schedule (e.g. termly, in line with tool changes)
- ☐ Process for communicating updates when the policy changes
- ☐ Version history / date of last review recorded on the document

PARENT COMMUNICATION PROMPT

When the policy changes, where will parents hear about it – newsletter, app notification, or parents' evening?

Next step: train staff to talk about it

A policy document tells staff and parents what your school has decided. It doesn't, on its own, give staff the confidence to explain it — at a parents' evening, in a one-to-one, or answering a worried email. **Everyday Digital Professionals** gives staff the practical skills to talk to parents about AI, online safety and digital life with confidence.

Find out more about Everyday Digital Professionals — practical training that helps your staff talk to parents about AI, online safety and digital life with confidence, at parentzone.org.uk