

AI IN TEACHING AND LEARNING

Before you use an AI tool

AI can support planning, differentiation, research, accessibility, creativity and administration. Before using an AI tool for school or college work, take a moment to consider what you are asking it to do.

S**Sense Check**

What is the AI helping me to do, and how will I check the result?

- Check important facts and claims.
- Review generated resources before sharing them with learners.
- Consider whether the output fits the learning objective and context.
- Ask whether AI is supporting thinking or replacing an important part of it.

Ask yourself: Would I be comfortable explaining why I trusted this output?

A**Assess Data**

What information am I sharing with the AI?

- Avoid personal, sensitive or confidential information unless the service is approved for that purpose.
- Think carefully before sharing learner information, images or recordings.
- Take care with unpublished assessment material and confidential documents.
- Share only the information needed for the task.

Ask yourself: Does the AI actually need this information to complete the task?

F**Follow the Flow**

Where do the information, instructions and trust go?

- Know which AI service or feature you are using.
- Check whether it is an approved school or college tool.
- Consider what files, accounts, email or other systems it can access.
- Remember that one AI service may connect to other models, tools or external services.

Ask yourself: Do I understand which systems I am trusting?

E**Evaluate Actions**

What could happen because of the AI output or action?

- Take extra care where AI could influence feedback, assessment or a decision.
- Check before AI communicates, changes records or acts on someone's behalf.
- Keep meaningful human oversight where consequences matter.
- Be clear about who remains responsible for the final decision or action.

Ask yourself: What is the consequence if the AI is wrong, manipulated or misunderstood?

AI SAFE does not mean avoiding AI.

It means using AI with judgement. The aim is to make AI use visible, thoughtful and safe while keeping human responsibility where it matters.

AI SAFE supports good judgement but does not replace safeguarding, data protection, cybersecurity controls, procurement checks or professional responsibility.

IF YOU ARE UNSURE

Check your setting's policy or speak to the appropriate colleague before sharing sensitive information or using AI for something that could affect a learner.

