AI and the rules: staff training record

Session details

School or college	
Date, start time and length (minutes)	
Facilitator (name and role)	
Parts delivered: main session / exams insert / data protection insert / safeguarding insert	
AI policy version and date used on slides 17 to 19	
Pack version	

Attendance

Name	Role or team	Staff group: teaching / support / leadership / governor or trustee / volunteer / other	Main session (tick)	Insert attended: exams / data protection / safeguarding (tick each)	Signature or initials	Notes (arrived late, left early)

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Catching up

Name	How completed: repeat session (date) or the free online course (certificate code)	Date completed	Checked by

The record

Kept by (name and role)
Where it is kept
Keep until [date, from the school's retention schedule]
Total reported to governors on [date]