**AI Governance Roles and Responsibilities Matrix**

**(Module 2)**

| **Role** | **Title / Group** | **AI Governance Responsibilities** |
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| **AI Governance Lead** | *School Digital Coordinator / Senior Leader* | Oversees AI inventory, governance implementation, ensures compliance with EU AI Act, GDPR and DSA regulations. |
| **Head of Safeguarding** | *Safeguarding Lead* | Ensures AI use supports student welfare, risk-assesses AI tools impacting vulnerable learners. |
| **IT Manager / Data Controller** | *School IT Administrator* | Manages data flows, storage and security of AI tools; supports risk classification and technical documentation. |
| **Teachers / Staff Users** | *Classroom Teachers, Admin Staff* | Use AI tools appropriately, apply oversight, report issues, participate in training and inform students. |
| **Students** | *Learners aged*  *12-18* | Use AI tools under guidance, provide feedback on usability and report any concerns. |
| **Parents/Guardians** | *Family Stakeholders* | Informed of AI use in the school, provide consent where necessary and participate in dialogues. |
| **AI Oversight Committee** | *Multi-role Group (Leadership + Staff)* | Meets termly to review AI use, discuss incidents, evaluate ethics framework alignment, and make governance decisions. |
| **External Vendors** | *AI Tool Providers* | Provide transparency documentation (Annex IV), facilitate DPIA responses, and ensure terms meet regulatory needs. |
| **School Leadership Team** | *Principal, Deputy Heads* | Endorse governance structures, ensure resourcing and accountability, and communicate with the wider community. |