

Beginner Safety Checklist

A copy-and-print safety checklist for non-technical AI builders.

Use this before asking AI to build or modify a real page, tool, site, automation, dashboard, database, or agent.

Data and secrets

Do not paste secrets, passwords, API keys, private customer data, or sensitive files into tools unless you understand the risk.

Do not paste production database exports, private analytics, unpublished contracts, payment details, or support inbox data into public tools.

Use fake data for prototypes whenever possible.

Site safety

Always back up your site before major changes.

Use staging when possible.

Review changes before publishing.

Do not edit a live WordPress parent theme directly. Prefer a child theme, small plugin, shortcode, block, or staging workflow.

Keep a note of files, pages, plugins, imports, redirects, and settings changed.

Workflow safety

Test forms, buttons, calculations, links, and mobile layout.

Keep humans in the loop for payments, customer emails, legal claims, health advice, financial advice, and account actions.

Avoid tools that take irreversible actions without approval.

Be careful with databases and user data.

Do not collect emails without a privacy-aware plan.

Do not connect automations that send external messages until a human approval step is tested.

Launch discipline

Keep launch scope small.

Save working versions.

Document what changed.

Use a rollback plan.

Minimum QA pass

Test one happy path, one empty input, one unrealistic input, one mobile viewport,

one keyboard-only pass, every CTA, every download, and every internal link.

If the project affects customers, money, accounts, databases, legal claims, health, or financial decisions, get expert review before publishing.

Sensitive-use decision tree

If the project touches money, health, legal claims, customer accounts, private data, or irreversible actions, stop and add human review.

If the project stores data, define retention, deletion, export, and access rules before connecting real users.

If the project sends messages, updates a CRM, publishes content, changes accounts, or triggers payments, require approval before action.

If the project uses a provider, document provider name, account owner, data sent, failure behavior, and unsubscribe or deletion path.

Before giving AI a prompt

Remove secrets, keys, tokens, private files, and production exports.

Replace real customers with fake records.

Name files or pages that must not change.

Ask for a small first version and a verification report.

Ask what still needs human approval.

WordPress safety checklist

Backup or restore point confirmed.

Parent theme files are not edited.

Plugin, shortcode, Custom HTML block, or child-theme path is chosen deliberately.

CSS and JavaScript are scoped to Academy pages.

Cache and lazyload behavior are tested.

Logged-out user view is tested.

Approval notes

Reviewer:

Date:

Known risks:

Approved to stage? yes/no:

Approved to publish? yes/no:

Kingy AI publishing reminders

Use fake or public-safe data until staging, privacy, and editor review are complete.

Keep the first version useful without accounts, payments, private databases, or autonomous external actions.

Connect the final page back to the Build With AI Academy hub, AI App Builder, Project Library, Templates, and Beginner Safety Rules.

If email capture is involved, consent must be unchecked by default, provider approval must be documented, and unsubscribe/privacy language must be visible.

Evidence to collect before publish

Staging URL:

Desktop screenshot:

Mobile screenshot:

QA owner:

Rollback owner:

Final PDF/media URL:

Yoast title/meta reviewed by:

Done means

A beginner can understand what to do next.

The output can be copied, saved, downloaded, or handed to Codex.

The risky parts are either removed, delayed, or protected by human approval.

The staging page has been tested logged in and logged out inside the real JNews environment.

Kingy AI - Build With AI Academy

Use with the AI App Builder for Beginners and Beginner Safety Rules.