LEADING AI IN SCHOOLS

A QUICK START GUIDE

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LEADING AI IN SCHOOLS

Simple, safe, and ready to use.

This guide gives leaders a clear, step-by-step path to pilot, protect and scale AI, without the complexity. It's practical (with ready-made templates), accountable (roles, KPIs, decision gates) and compliant (DfE, Ofsted, UK GDPR/ICO, KCSIE, JCQ), helping you support staff, reduce unnecessary workload and improve quality and pupil outcomes in a measured, safe way.

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How to implement askKira.com safely and strategically across your setting.
Aligned with current DfE guidance on AI in education, Ofsted expectations, UK GDPR and ICO guidance, KCSIE (latest edition), JCQ assessment rules, and relevant UK legislation.
Reviewed: 22 Aug 2025. *This document will be updated whenever statutory guidance changes.*

THE BASICS (NON-NEGOTIABLES)

1. **People decide, not AI**. AI can help, but staff make the final call.

2. **Protect data.** Never type in identifiable details about pupils or staff (names, EHCP/SEND info, safeguarding notes, medical or HR details).

3. **Be open.** Say when AI helped you draft a document or plan.

4. **Keep it fair and helpful.** AI should reduce workload and be usable by all staff.

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Our simple rollout plan (about 12 weeks)

Phase 1 – Prepare (Weeks 1–2)
- Check readiness, choose one small pilot linked to the SIP, start the data protection paperwork (DPIA/risk).

Phase 2 – Guardrails (Weeks 2–3)
- Finish the DPIA and risk assessment, add AI rules to the staff and pupil Acceptable Use Policies (AUPs), start an "AI Register" (a list of how we use AI).
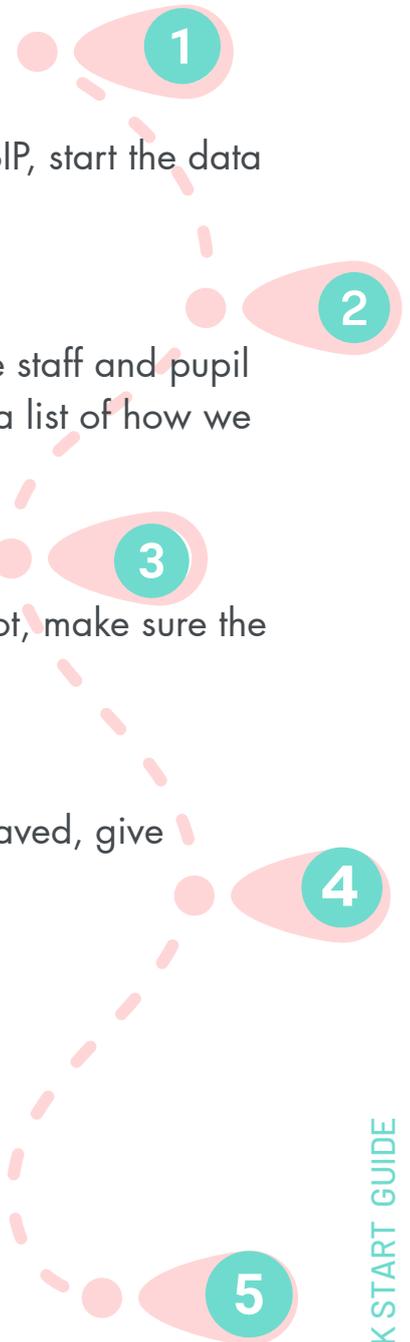
Phase 3 – Train & Pilot (Weeks 3–6)
- Short staff briefing and a drop-in clinic, run a small pilot, make sure the incident/log process is in place.

Phase 4 – Review & Adjust (Weeks 6–8)
- Quick staff survey, sample some outputs, log minutes saved, give governors a short update.

Phase 5 – Embed & Scale (Weeks 9–12)

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OUR AI TEAM: ROLES & RESPONSIBILITIES

- **Head/SLT (Accountable):** Sets strategy, approves phases/use, reports to governors.
- **Data Protection Officer (DPO):** Data Protection Impact Assessment and Risk Assessment, AI Register, Incident Procedure and Log.
- **Designated Safeguarding Lead (Responsible):** KCSIE checks, JCQ/exams guidance, pupil AI Acceptable Use Policy (AUP) addendum.
- **AI/CPD Lead (Responsible):** Staff training, clinics, poster, FAQs, day-to-day usage support.
- **IT/Procurement (Responsible):** Supplier due diligence, access controls, filtering/monitoring appendix.

Escalation (max 48 hours; sooner if safeguarding/data):
Staff → AI Lead → DPO/DSL → Head/SLT

Tip: *Safeguarding issues go to the DSL immediately. Data/security issues go to the DPO immediately.*

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WHAT MUST BE READY BEFORE WE GO LIVE?

☐ Data Protection Impact Assessment (DPIA) & Risk Assessment templates completed.

☐ Acceptable use policy (AUP) add-on for staff and pupils with clear "do-not-enter" examples.

☐ AI Register (Article 30): a simple list of AI uses and approvals.
Incident procedure + log: who does what and ICO timelines.

☐ Access & audit note: who can access, where logs live, how we check them.

☐ Supplier checklist: Cyber Essentials/NCSC, sub-processors, exit plan.

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KEEP IT UNDER REVIEW

Sets the cadence for checking and updating AI policies, training, and reports so the programme stays safe, compliant, and effective.

- **Policies/DPIA:** before use, then yearly or when things change.
- **Training/CPD:** termly.
- **Governors:** a short termly summary (workload saved, quality, safeguarding).

WHAT DOES SUCCESS LOOK LIKE? (KEY PERFORMANCE INDICATORS)

Defines the measurable outcomes you'll track to prove AI is helping.

- **Workload:** average minutes saved per task (planning, letters, reports).
- **Adoption**: % of staff who used AI this term; % completing training.
- **Quality:** % of spot-checked AI outputs that fulfil prompt on the first try without needing major edits.
- **Safeguarding:** incidents = 0; near-misses logged and reviewed.
- **Equity:** staff confidence gap narrows (pre/post survey).
- **Value for money:** cost per minute saved (or per use).
- **Who reports?** AI Lead to SLT monthly; SLT to Governors termly.

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DECISION GATES (GO/NO-GO CHECKS)

Defines the measurable outcomes you'll track to prove AI is helping.

Before pilot (Weeks 1–2)
- DPIA & Risk Assessment done; DSL/DPO sign-off.
- Staff & Pupil AUP addenda updated and issued.
- AI Register entry created.
- Incident/Breach SOP + log tested.

Before scaling (Weeks 8–9)
- KPIs show workload savings AND acceptable quality.
- No unresolved safeguarding/compliance issues.
- Staff feedback ≥ "useful" threshold (e.g., 70%+ positive).

PEOPLE, TIME & BUDGET

Sets the practical resourcing so the plan is realistic.

- **Time:** 30–45 mins per staff member this term (briefing + clinic).
- **Cover:** 1–2 clinics per half-term (drop-in or after school).
- **Budget lines:** licences (if any), training time, printing posters, optional vendor support.

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SUPPLIER & LEGAL CHECKS (TICK ONCE)

Confirms the vendor and contracts meet legal and security standards.

- ☐ Data Processing Agreement signed.

- ☐ Sub-processors listed; data residency confirmed.

- ☐ Support/SLA noted (uptime, response times).

- ☐ Exit plan & data deletion process understood.

SAFEGUARDING & EXAMS

Ensures AI use never breaches KCSIE or JCQ rules.

- **Non-negotiable:** no identifiable pupil/staff/HR data in prompts.
- **DSL approval:** required for any use that involves behaviour or safeguarding information.
- **JCQ guidance:** issue the JCQ one-pager for assessments/coursework (what is/isn't permitted).

COMMUNICATIONS (KEEP IT SIMPLE)

Tells staff, parents and governors what's happening and why.

- **Staff:** 10-min brief in Monday meeting + 30-min clinic invite.
- **Parents:** short website note/letter, "how we use AI safely".
- **Governors:** termly one-pager: wins, risks, next steps.
- **Transparency line to include in docs:** "Drafted with support from askKira and reviewed by [Name]."

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FAIR ACCESS

Makes sure all staff can use AI confidently and inclusively.

- Pair up less confident staff with a buddy.
- Provide alternatives where needed (no one is forced).
- Ensure accessibility (screen-reader friendly resources).

DATA GOVERNANCE BASICS

Shows how AI use is recorded, controlled and cleaned up.

- **AI Register:** each use case listed with lawful basis, owner, review date.
- **Access & audit:** who can access what; where logs live; who checks them.
- **Retention & deletion:** what is kept, for how long, and who deletes it.

MONITORING & EVALUATION

Explains how you will collect evidence and improve.ents and governors what's happening and why.

- **Monthly:** usage & issues to SLT.
- **Half-termly:** sample 10 outputs for quality.
- **Termly:** KPI pack to governors; action plan updated.

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MAT-SPECIFIC

Aligns schools under a trust-wide approach with shared assets and reporting.

- One standard policy set for all schools; local addenda allowed.
- Central AI Working Group (DPO, DSL, IT, AI Lead, school reps).
- Shared prompt library and training assets; cross-school case studies.
- Roll-up reporting from schools to trust each term.

UNAPPROVED APPS AND ACCOUNTS (KEEPS EVERBODY SAFE)

Prevents unsafe, unapproved tool use, by giving a clear 'ask first' path.

- Only use approved tools; others are blocked or require approval.
- Simple "ask first" route for trying a new tool; respond within 5 working days.

CONTINUITY & EXIT

Plans for outages or leaving a supplier without losing control of data.

- If the tool is down: keep teaching with saved materials; log any impact.
- If we leave a supplier: export or delete data per contract; record in AI Register.

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OPTIONAL: 30/60/90-DAY VIEW

Gives a simple timeline to phase the work across a term.

- **Day 0–30:** readiness, guardrails, brief + clinic, pilot live.
- **Day 31–60:** evaluate, fix gaps, extend to one more team.
- **Day 61–90:** scale, termly cadence, governors' summary.

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APPENDIX: STAFF MICRO-PACK

This pack gives you quick, ready-to-print tools to use AI safely and well across school. Inside you'll find a **DO NOT PASTE** *desk card* **(what never to put into AI)***, Instructions to create a* **School Prompt Library***, a* **Mini SEND/EAL checklist** *(to make resources accessible by default), an* **AI Wins template** *(to show impact in meetings), and an* **Ask-First route** *(how to request unapproved apps safely).*

Print, pin in staff areas, and share the links; the AI Lead/Champions keep them updated and are your first point of contact for questions.

Staff Micro-Pack

1 WHAT NOT TO PUT INTO AI!: Information you must not enter into AI.

2 PROMPT LIBRARY: Create a prompt library of successful, tried and tested, prompts and share best practice within your school.

3 MINI SEND/EAL CHECKLIST: Use this quick checklist whenever you create AI-assisted resources so they're accessible and inclusive for SEND and EAL learners by default.

4 AI WINS - Slide Template (for AI Leads): A staff meeting slide template to show the practical impact of AI this term.

5 ASK FIRST: Thinking of using a new AI app? Use the ask-first route so we can check GDPR/KCSIE and keep everyone safe.

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APPENDIX: STAFF MICRO-PACK
A1 WHAT NOT TO PUT INTO AI

Prompts and content you must not enter.

Rule of thumb: Don't paste anything that identifies a person or is confidential, unless your DPO has approved it in a DPIA and it's listed on the AI Register.

Never paste (without DPO approval)
- **Names or identifiers** for pupils, parents/carers or staff, e.g. email, phone, address, date of birth, UPN, exam numbers.
- **EHCP/SEND details** and any related reports or documents.
- **Safeguarding, behaviour or pastoral information** (anything you would tell the DSL).
- **Medical/health/mental health information**; counselling notes.
- **HR/staff information** (performance, absence, disciplinaries).
- **Financial or contract information**.
- **Images, video or audio of pupils or staff**; screenshots of confidential systems.
- **Exam/assessment materials** where JCQ rules apply.
- **Anything marked confidential/personal** or from an unapproved app/system.

IF IN DOUBT: STOP AND ASK   NOT SURE IF IT'S OK? DON'T PASTE IT.

Ask the DPO first: [DPO name/email/extension]
Report issues immediately
If you accidentally pasted restricted data, see odd or harmful output, suspect a deepfake, or think data has been exposed:
1. **Tell the DPO at once (and the DSL if it relates to safeguarding).**
2. **Log the incident in the usual way.**

Safer ways to prompt
- **Keep it general**: describe the task, not the person.
- **Anonymise**: use roles ("Year 6 pupil") instead of names.
- **Aggregate or fictionalise details** where possible.
- **Store outputs only in approved locations** (e.g. school SharePoint/Drive), not on personal devices.

Check latest versions: KCSIE (from 1 Sept 2025) and JCQ AI guidance (Apr 2025).
Note: Some data law provisions are being updated under the Data (Use and Access) Act 2025 - monitor GOV.UK for commencement dates.
These rules align with UK GDPR (DPA 2018), KCSIE, and JCQ assessment policies.
Owner: DPO · **Last reviewed**: [Date] · **Docs**: AI Policy · DPIA(s) · AI Tools Register · Staff AUP

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A2 ESTABLISH A SCHOOL PROMPT LIBRARY

Save time and resources by sharing staff-tested prompts in a School Prompt Library, accessible via a link or QR code.

TO SET UP:

- **Choose where your Prompt Library will live (pick one)**
  - Microsoft 365: SharePoint List (best) or OneNote page; pin as a tab in your Teams "Staffroom".
  - Google: Google Sheet (best) or Google Doc; pin in your Staff Google Classroom/Space.

- **Set up the library structure (keep it simple)**
  - Columns/sections: Prompt, 1-line result ("Saved ~8 mins per letter"), Role/Subject (Admin, Y5 Eng, SEND...), Dos/Don'ts, Owner, Date.
  - Make Role/Subject a dropdown so tags stay tidy.

- **Create a submission form (so staff can add prompts in seconds)**
  - Microsoft Forms → SharePoint List (automate with Power Automate), or Google Form → Google Sheet.
  - Fields match your columns; auto-stamp date/owner via the form.

- **Fix permissions (so everyone can see, only a few can edit)**
  - Read for all staff; Edit for AI Lead/Champions.
  - Turn external sharing OFF; "People in [Your School/Trust] can view" is ideal.

- **Get your library link**
  - Open the library; click Copy link (M365) or Share (Google) with "Anyone in the organisation with the link can view".

- **Make a short URL (optional but handy)**
  - Use your org's shortener if you have one; otherwise keep the standard link (QRs work fine with long URLs).

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A2 PROMPT LIBRARY ...continued

- **Generate the QR code**
  - Open the library link in Microsoft Edge, click the address bar "Create QR code" (square icon) → Download PNG.
  - Save the QR as PromptLibrary_QR.png.

- **Build the A4 poster (Word/Google Docs/Canva)**
  - Heading: Scan for the Prompt Library
  - Insert the QR image, centred and large.
  - Short URL (backup): your short/standard link.
  - Why use it: Find trusted prompts that cut workload and improve quality.
  - How to add yours:
    - Paste your best prompt with a 1-line result ("Saved ~8 mins per letter").
    - Tag role/subject (e.g., Admin, Y5 English, SEND).
    - Add dos/don'ts (e.g., "Don't add names").
  - Updated weekly by: <AI Lead/Champions>
  - Questions: <contact / team channel>
  - Tip (footer): Put this poster by staffroom printers and phase/subject bases.
  - Brand it (your colours/fonts); keep it clean with plenty of white space.

- **Publish & place**
  - Export to PDF and share the PDF in Teams/Staff email.
  - Print A4 (matte, 200gsm if possible) and pin in staffroom, repro room, and each phase base.
  - In Teams/SharePoint, pin the library as a tab so it's one click away.

- **Keep it alive (tiny routine)**

- **Weekly (5 mins):** curate 3 new prompts, remove duplicates, and post a "New this week" message.

- **Monthly (2 mins):** highlight one "time saved" stat in SLT/staff briefings.

- **Safety check:** moderate entries (no names, EHCP/SEND details, safeguarding or medical info).

That's it! One living link, one QR, one clean poster, and a light upkeep rhythm that actually sticks.

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A3 MINI SEND/EAL CHECKLIST

Use this quick checklist whenever you create AI-assisted resources so they're accessible and inclusive for SEND and EAL learners by default.

- **Clear layout**: Sans-serif font (≈12–14pt), left-aligned, 1.2–1.5 spacing, clear headings; avoid clutter/ALL CAPS/long blocks.
- **High contrast & colour-safe**: Print-friendly; never rely on colour alone.
- **Visual support**: Labelled images/diagrams/timelines; add alt text; pair visuals with key words.
- **Chunking & sequence**: One step per line; numbered stages; include a worked example and success criteria.
- **Language & vocabulary**: Plain English; short sentences; explain new words; provide word banks/sentence starters.
- **Pre-teach vocab (EAL/SEND)**: Mini glossary (pictures where helpful); allow first-language note-making; include bilingual keywords where appropriate.
- **Versions & choice**: Core/secure/greater depth (or bronze/silver/gold); offer audio/read-aloud and alternative response modes (write/speak/drag-and-drop).
- **Accessibility & tech**: Screen-reader-friendly structure (real headings/table headers), OCR-friendly PDFs, readable links/QRs.
- **Processing & time**: State an estimated time; allow extra processing time/brain breaks where needed.
- **Culture & fairness**: Use inclusive names/contexts; check for bias/hallucinations in AI outputs.
- **Graduated approach note**: Capture what worked (1 line) to support Assess–Plan–Do–Review and share with the SENCO/lead.
- **Assessment integrity**: If the task contributes to assessed work, follow centre policy/JCQ rules (disallow or require explicit declaration as applicable). <u>JCQ Joint Council for Qualifications</u>
- **Quick self-check**: Can most pupils attempt Q1 without help? If not, simplify or add a scaffold.
- **Data safety reminder**: No names or personal/sensitive details (SEND plans, safeguarding, medical/HR) in prompts or shared resources.

TASK prompt reminder:
- **T** - Type & Target (e.g., Y4 worksheet)
- **A** - Aims & Areas (e.g., inference)
- **S** - Specifics & Support (time limit, visuals, scaffolds)
- **K** - Keep it Clear & Kind (polite, plain English)

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4 AI WINS – Slide Template (for AI Leads)

If you're running a meeting, use this content on a single slide at the start of your meeting to show the practical impact of AI this term.

Fill in the blanks with minutes saved, a short example of improved quality, inclusion gains, safety status, and 1-3 next actions. It keeps everyone aligned, evidences DfE/Ofsted priorities, and makes it clear what to scale or fix next.

Top wins:
- **Time back**: minutes saved (≈ hours) across staff; average mins per task.
- **Quality**: Fewer heavy edits; exemplar attached (before/after).
- **Inclusion**: <#> SEND/EAL resources produced with checklists; readability improved.
- **Safety**: Incidents: <0/number>; near-misses resolved with staff re-brief.
- **Money/value**: (if appropriate).

Next term (3 actions):
- Expand prompt library to <PHASE/SUBJECT>
- Mini-clinic for <PHASE/SUBJECT>
- Each team should pick one regular job they'll always start with AI, then a person reviews and finalises the result.

Presenter notes (30 seconds):
"This term we focused on safe, low-risk tasks (letters, starters). We saved roughly staff hours, improved consistency, and supported SEND/EAL with the checklist. No safeguarding incidents; one near-miss handled quickly. Next term we widen use carefully and keep training light and practical."

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A5 ASK FIRST

Thinking of using a new AI app? Use the ask-first route so we can check GDPR/KCSIE and keep everyone safe.

- Don't use it for school work yet.
- Submit the New Tool Request: (why you want it, tasks it helps, cost if any).
- We'll check data protection, security, and age-appropriateness and reply with approved/approved with limits/not approved.
- Alternatives: If not approved, we'll suggest a safe option (often askKira) or a controlled pilot.

Reminder: Avoid signing up with school email to unapproved services; do not paste any personal/ sensitive data into unapproved tools.