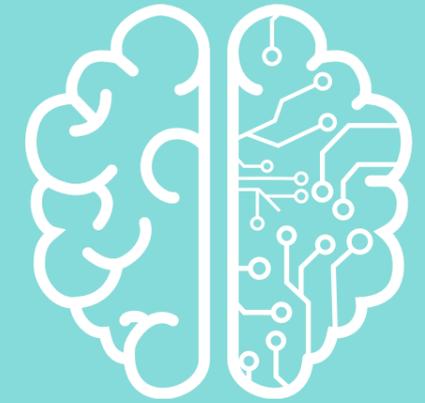




ASKKIRA BEST PRACTICE

STAFF USE, UK EDUCATION (2025/26)



Aligned with DfE, Ofsted, GDPR, KCSIE. Secure, ethical, and effective use of AI to support staff in schools and trusts

AI IS YOUR COLLEAGUE, NOT YOUR REPLACEMENT

- Use AI (askKira) to save time, spark ideas, and support planning.
- Always review and personalise outputs, your judgement is vital

THINK BEFORE YOU TYPE

- Never enter pupil names, SEN/EHCP details, safeguarding notes, or sensitive HR data.
- Keep everything anonymous and follow your school's data policy.

STAY COMPLIANT AND SAFE

- Use only school-approved platforms (askKira).
- Keep your logins secure and report any breaches.
- Comply with UK GDPR and safeguarding duties.

BE TRANSPARENT

- Let colleagues know when AI has been used in reports or planning.
- Share useful prompts and tips with your team.

BE FAIR AND INCLUSIVE

- askKira is for everyone, teachers, support staff, admin teams, leaders.
- Question and challenge outputs if they seem biased or unbalanced.

KEEP LEARNING

- Join training, clinics, or hackathons to build confidence.
- Share feedback so the tool keeps improving.

Quick Reminders:

- AI helps reduce workload, not add to it.
- You are always in charge, AI doesn't make decisions.
- Protect data. Stay professional.
- Align with guidance: DfE AI in Education, Ofsted, GDPR, KCSIE.

For help or questions, contact your AI lead or Data Protection Officer.