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# DRAFT AI STRATEGY STATEMENT

AUTUMN TERM, 2025

## Purpose & scope

This strategy sets out how our school/MAT uses Artificial Intelligence (AI) by staff to support core priorities. It covers leadership, teaching and learning, administration and communications. It sits alongside our AI Policy (Staff), Data Protection Policy, Safeguarding & Child Protection Policy (incl. Online Safety), Acceptable Use Policies (AUP), Assessment Policy, Curriculum Policies and Complaints/Whistleblowing.

## Strategic intent

### AI will be used to:

- Improve outcomes and quality of education and support the School Improvement Plan (SIP).
- Reduce workload and release time for high-value professional work.
- Uphold safeguarding, inclusion and equality, ensuring use is safe, fair and accessible to all staff and pupils.

## Principles

1. **Safe, lawful, ethical:** We comply with UK GDPR and the Data Protection Act 2018; KCSIE; Equality Act 2010; relevant DfE/Ofsted expectations; and JCQ guidance for assessments.
2. **Human in the loop:** AI does not replace professional judgement. No high-stakes or automated decisions about pupils or staff will be made by AI alone (GDPR Article 22).
3. **Data minimisation:** Staff must not input personal or special category data about pupils, parents or staff unless explicitly authorised and covered by a DPIA and lawful basis.
4. **Transparency & accountability:** We maintain an AI Register (Article 30 record), complete DPIAs, keep access and audit trails, and report incidents promptly.
5. **Equity & inclusion:** Tools and training will be accessible, with reasonable adjustments for staff; alternatives are available where needed.
6. **Value for money:** We prioritise secure, auditable, cost-effective tools that demonstrably reduce workload and improve quality.

## Permitted use (illustrative, not exhaustive)

- Drafting and refining staff communications, policies and letters (human-checked).
- Lesson preparation, scaffolding/differentiation, resource creation and translation (human-checked).
- Summarising non-personal documents and extracting insights from anonymised data.
- Administrative efficiencies (e.g., meeting notes, schedules).
- Not permitted without prior approval/DPIA: processing identifiable pupil/staff data; pastoral/clinical advice; surveillance/biometric/emotion recognition; automatic grading or progression decisions; generating content that risks bias, discrimination or plagiarism.



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## **Safeguarding & online safety**

- AI use must never compromise pupil safety or confidentiality. Staff report concerns, deepfakes/misinformation, or misuse to the DSL immediately and follow our incident procedures.
- Filtering/monitoring is configured appropriately; staff model safe, critical use.

## **Data protection & security**

- Each material use case is covered by a DPIA and recorded in the AI Register (purpose, lawful basis, data flows, risks/mitigations, retention/deletion, review date).
- Vendors must provide a Data Processing Agreement, sub-processor list, data location, retention/deletion terms, and security assurances (e.g., Cyber Essentials/NCSC-aligned).
- We avoid tools that train on our inputs or store prompts/outputs beyond our control, unless explicitly agreed and risk-assessed.
- Incidents and breaches are logged with timelines aligned to ICO reporting requirements.

## **Assessment integrity**

- Staff follow JCQ and internal assessment policies. Assessments are designed to reduce opportunity for plagiarism/misuse. Where AI is permitted, parameters are made clear and all AI-assisted work is declared.

## **Inclusion & digital equity**

- Training, guidance and tools are accessible to all staff, with support for differing confidence levels. We provide alternatives and reasonable adjustments and review accessibility periodically.

## **Training & support**

- Role-specific, practical CPD builds critical evaluation skills (bias, hallucinations, prompt design, when not to use AI). Champions model safe, effective practice and provide just-in-time help.

## **Governance & roles**

- SLT owns this strategy; an AI Lead coordinates delivery; DPO oversees data protection; DSL oversees safeguarding; IT manages technical controls; Governors/Trustees receive termly updates on impact, risk and compliance.
- All staff are responsible for safe use in line with policies and report issues promptly.



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## Monitoring & evaluation

- We track workload reduction, quality indicators, uptake, incidents, equity/accessibility, and value for money. Findings inform improvement and are reported to SLT and governors each term.

## Review

- Reviewed annually or sooner in response to updates from DfE, Ofsted, ICO, Jcq or other statutory bodies. Changes are version-controlled and communicated with updated training where needed.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Next review due: \_\_\_\_\_ (or upon statutory update)