



45-MINUTE STAFF CPD

Practical AI: safe, useful, accountable

A ready-to-deliver session for schools and MATs

Spot safer use

Write better instructions

Test real workload impact

Today's 45-minute route

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|---|---------------------------|--------|
| 1 | Purpose and guardrails | 8 min |
| 2 | A reliable workflow | 10 min |
| 3 | Paired practice | 12 min |
| 4 | Workload and quality test | 8 min |
| 5 | School actions | 7 min |

AI can help, but usefulness is not automatic

The useful question is not “Can AI do this?” It is:

Can an approved workflow improve the whole task without weakening quality, privacy or professional judgement?

Workload

Count checking, correction, formatting and approval, rather than generation time alone.

Quality

Define the finished result and keep a suitably qualified person responsible for it.

Trust

Use the minimum necessary information and be transparent where material AI use matters.

Five habits for safer professional use

1 Approved purpose

Use approved tools for a defined educational or operational need.

2 Minimum data

Avoid personal data; anonymise or pseudonymise context where possible.

3 Human responsibility

The person using or approving the output remains accountable.

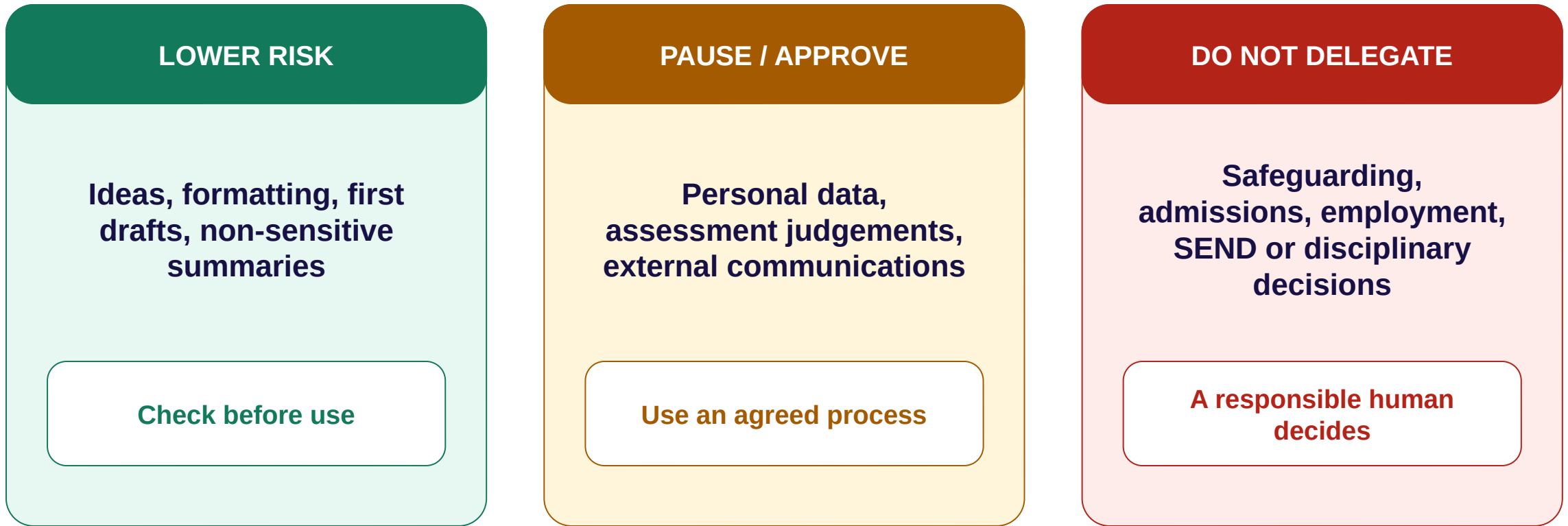
4 Proportionate review

Increase checking and approval as the consequence of error rises.

5 Appropriate transparency

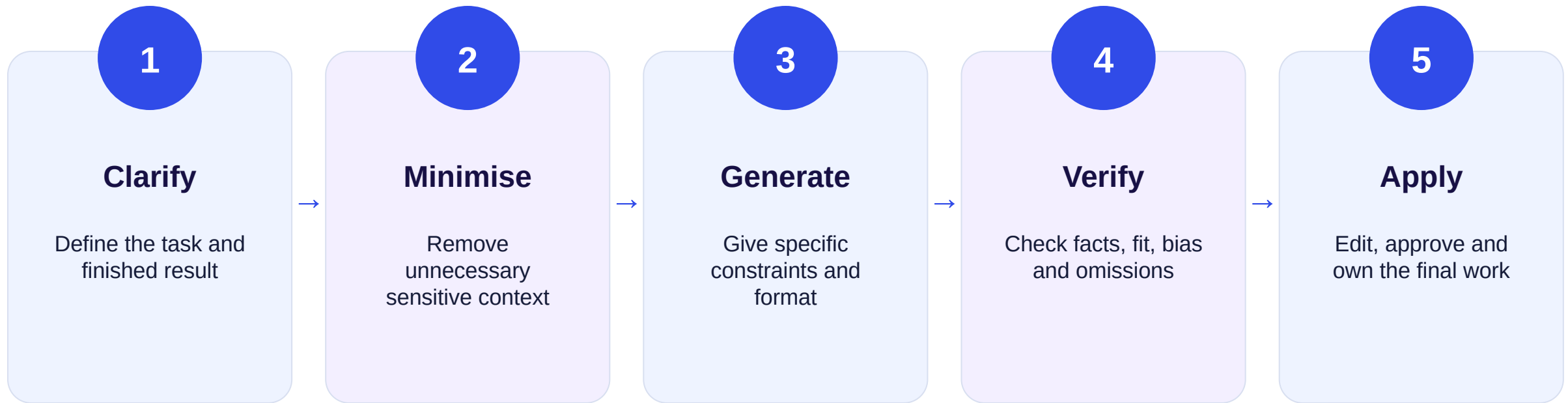
Explain material AI use where others need to understand the process.

Match oversight to the consequence of error



If a task is hard to verify or the harm from error is high, AI should have less autonomy, not more.

A reliable workflow has five visible steps



Do not skip verification because an answer sounds confident or arrives quickly.

Give the model a brief, not a wish

Purpose

What are we trying to produce, and for whom?

Context

What non-sensitive information genuinely matters?

Constraints

What must be included, avoided or aligned?

Format

What structure will make the result easiest to check?

Checks

What should the model flag rather than invent?

Example: non-sensitive first draft

Create a concise staff-meeting agenda for a 30-minute discussion about reducing duplicated admin.

Context: the team wants to identify two recurring tasks to simplify this half term.

Include: purpose, timings, three discussion questions, decisions and owners.

Format: a table that fits on one page.

Do not invent school policies or data. Mark anything requiring local confirmation as [CHECK].

Paired practice: improve one low-risk workflow

Choose a routine task with no pupil, family or sensitive staff data.

1 Define

Name the user, finished result and quality standard.

2 Draft

Write a brief using purpose, context, constraints, format and checks.

3 Review

Predict likely errors, omissions, bias or correction work.

4 Decide

Would this save time across the whole task? What approval is needed?

Share one improvement and one remaining risk.

Measure the whole task, not the impressive moment

Time

Before and after, including checking and correction

Quality

A clear standard for the finished result

Risk

Privacy, safeguarding, factual and accessibility concerns

Experience

Would the colleague choose to use it again?

Stop or redesign a workflow that moves effort elsewhere or weakens quality.

Make permitted support explicit

Pupils and staff need clear, task-specific expectations, not guesswork.

Before the task

State what AI support is permitted.

Explain how to acknowledge it.

Teach pupils to question outputs and protect personal information.

During the task

Use appropriate supervision and approved services.

Keep the learning and assessment purpose visible.

Respond through normal safeguarding routes.

Before submission

Follow awarding-body and local rules.

Check authenticity concerns fairly.

Avoid treating an unreliable detector score as proof on its own.

AI does not replace professional safeguarding, assessment or disciplinary judgement.

A sensible first 30 days

WEEK 1



Agree ownership

Name the policy owner and involve the DPO, DSL, IT lead, staff and governance.

WEEK 2



Publish approved use

List tools, accounts, low-risk examples, restrictions and reporting routes.

WEEK 3



Run two small pilots

Test complete workflows with willing staff and collect time, quality and risk evidence.

WEEK 4



Review and decide

Stop, redesign, keep optional or support, then record the next review date.

Three things to keep

1

Purpose first

Start with a worthwhile problem and a visible finished result.

2

People remain responsible

Use minimum data and review in proportion to the consequence of error.

3

Evidence beats enthusiasm

Measure time, quality, risk and staff experience across the whole task.

Questions?

Next: adapt the
policy pack and
choose one
measurable pilot.

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