Price Bailey
CHARTERED ACCOUNTANTS

AI Policy engagement calendar

Embedding responsible AI use across the year in education

Sept — Launch

- Kick-off refresher training for all staff - incorporate AI safety into CPD
- Share updated AI policy with all users
- Posters/infographics in staff rooms & classrooms summarising key rules

Oct — Scenario spotlight

- Run a short workshop: "What would you do?" dilemmas on AI use in teaching/admin
- Publish a case study of good practice from within the Trust

Nov — Feedback loop

- Staff survey on AI use challenges
- Student council discussion on ethical AI use

Jan — Leadership modelling

- Senior leaders present how they've applied AI responsibly in their work
- Share examples in newsletters/meetings

Feb — Gamification

- Launch a badge/points system for pupils demonstrating responsible AI use
- Celebrate 'AI Champions'

Mar — Mid-year review

- Trust Board reviews AI policy compliance
- Share summary of findings with staff and pupils

May — Interactive training

- Micro-sessions on new AI tools and risks
- Refresher on DfE AI support materials
- Interactive AI workshops

Jun — Student engagement

- Run a student competition: 'AI for Good' projects aligned with policy
- Showcase winning ideas at assembly

Jul — Annual reflection

- Collect feedback for next year's updates
- Review log of AI usage across the year