

**ASSUREAI RESOURCE**

# Public Sector AI Prompting Cheat Sheet

## Safer, clearer prompts for everyday work

A practical prompt guide for public-sector staff using AI tools to draft, summarise, plan, compare and review everyday work more safely and consistently.

Use this before asking staff to experiment with AI tools. It helps teams move beyond vague "try AI" advice and gives staff clear examples of how to ask better questions, set safer boundaries and check outputs before use.

Structure prompts so AI has context, limits and a clear task.

Use safer examples for drafting, summarising, planning and reviewing work.

Reduce common risks around accuracy, tone, overclaiming and sensitive information.

Give managers a practical starting point for team guidance and training.



# 1. The safer prompt structure

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Good prompts do not need to be complicated. They need to give the AI enough context, set clear limits, explain the audience and remind the user that the output still needs review.

Element	What you include	Example instruction
Context	What you are working on	"I am preparing an internal update for staff."
Limits	What the AI must not do	"Do not invent facts, policy wording, dates or legal claims."
Evidence	What source material it should use	"Use only the notes provided below."
Audience	Who the output is for	"Write for non-specialist public-sector staff."
Review	How the output should be checked	"Flag anything that needs human review before use."

## Model prompt

**"I am drafting a plain-English internal update for public-sector staff. Use only the information below. Do not add facts, dates, names, policy claims or legal interpretation. Write for non-specialist staff. At the end, list anything that needs checking before circulation."**

**The clearer the task, limits and review expectations, the more useful the output is likely to be.**

## EXAMPLES

# 2. Bad, better and safer prompts

Many poor AI outputs come from vague instructions. The examples below show how to add context, limits and review expectations.

Work task	Weak prompt	Better prompt	Safer prompt
Drafting	"Write an email."	"Draft a reply to this resident."	"Draft a neutral reply using only the notes below. Do not admit fault, promise an outcome or refer to policy unless included in the notes."
Summarising	"Summarise this."	"Summarise this report."	"Summarise the key points, decisions, risks and actions. Separate confirmed facts from issues needing review."
Planning	"Make a project plan."	"Create a plan for this project."	"Create a first-draft plan with tasks, owners, dependencies, risks and open questions. Do not assume missing dates or resources."
Rewriting	"Make this better."	"Rewrite this in plain English."	"Rewrite this for a non-specialist audience. Keep the meaning the same and preserve caveats, conditions and warnings."

**In public-sector work, tone, accuracy, fairness, confidentiality and accountability all matter. A safer prompt tells the tool what it must not assume and what still needs human checking.**

## PROMPTS

### 3. Prompt examples for everyday work

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Use these prompts as starting points. Staff should adapt them to the task, remove sensitive information and check the output before using it.

Task	Prompt to adapt	Human check required
Summarising	"Summarise the text below into five bullet points for a busy manager. Use only the information provided."	Accuracy, missing context, sensitive details.
Drafting	"Draft a clear, neutral response based on the notes below. Do not make commitments or policy claims unless included."	Tone, commitments, legal or policy implications.
Comparing	"Compare the options below. Show benefits, risks, assumptions and questions to resolve."	Whether the comparison is complete and fair.
Planning	"Create a first-draft action plan with tasks, owners, dependencies, risks and review points."	Feasibility, ownership, timescales.
Reviewing	"Review this draft for clarity, tone, gaps, assumptions and possible misinterpretation."	Whether suggested edits are appropriate.
Simplifying	"Rewrite this in plain English while keeping the meaning, caveats and conditions intact."	Loss of meaning or important detail.

## 4. Before you paste, trust or share

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AI tools can make everyday work faster, but they can also repeat, repackage or expose information in ways staff did not intend. Safe prompting starts before anything is pasted into the tool.

### Do not paste into public AI tools unless approved

- Personal data
- Special category data
- Case notes, complaints or safeguarding information
- Patient, pupil, resident, tenant or service-user identifiable details
- HR, grievance or disciplinary information
- Legal advice or unpublished legal correspondence
- Procurement-sensitive or supplier-confidential material
- Passwords, credentials or internal system details
- Draft policy or politically sensitive material that is not cleared for wider use

### Accuracy-checking prompts

Check	Prompt
Unsupported claims	"List any claims in your answer that need checking."
Assumptions	"What assumptions did you make?"
Source separation	"Separate confirmed information from inference and uncertainty."
Risk review	"Could this output create legal, HR, safeguarding, financial or reputational risk?"
Missing information	"What information would make this answer more reliable?"

**Treat AI output as a draft assistant, not an authority. Staff remain responsible for checking facts, protecting information and applying professional judgement.**

## NEXT STEP

# 5. Turning prompts into safe team practice

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This cheat sheet is a starting point for safer individual use. The next step is to turn good prompting habits into consistent team practice.

### Use this cheat sheet to agree

- Which AI tasks are appropriate for your team
- What information must not be entered
- Which outputs require second-person review

- What prompt examples staff should start with
- Who staff should ask when an output looks wrong, risky or unclear

### When training becomes useful

A training session becomes useful when staff are already experimenting with AI, but prompts, checking habits, data boundaries and manager expectations are inconsistent.

### The session covers

- How AI tools respond to prompts
- Safer prompt structure
- Public-sector examples
- Drafting, summarising, planning and reviewing tasks
- Data-handling boundaries
- Accuracy checks
- Manager guidance
- Practical exercises using ordinary work scenarios

### Confident AI adoption for the public sector

Use this cheat sheet as a starting point for safer, clearer AI use at work.

Visit [AssureAI.co.uk](https://assureai.co.uk) to request a discovery call or view public-sector AI training options.