

CDMT Recognised School Award

Nine Requirements

Principals or the equivalent senior officer of pre-vocational and non-vocational dance and musical theatre schools applying for the Recognised School Award from CDMT must confirm that their schools comply with the following Requirements at the time of application and for so long as they hold Recognised School status. Namely, that they:

- Have and adhere to appropriate **Professional Policies and Procedures** in respect of the following: health and safety (including safe dance practice), safeguarding, equal opportunities and customer service (including feedback and complaints).
- Ensure valid **Disclosure and Barring Service (DBS)** certificates are in place for all members of staff including teachers, administrators and all ancillary staff.
- Hold appropriate and adequate **Insurance**.
- Adhere to the **CDMT Code of Professional Conduct and Practice** or recognised equivalent
- Make the **Nine Requirements for Recognised Schools** document publicly available, together with the following **Key Information**: contact details, timetables and venues for examinations and all performance events.
- Ensure that the majority of teaching is delivered by teachers with appropriate **Teaching Qualifications** i.e. hold a CDMT, Ofqual or other government recognised teaching qualification at RQF Level 3 or above. Teachers not holding (or working towards) such a teaching qualification should be in the minority but will still demonstrate **Professional Experience** to the satisfaction of CDMT.
- Employ or engage all teachers on appropriate **Teaching Contracts**
- Conduct annual **Staff Appraisals** and offer relevant **Continuing Professional Development** within the organization.
- Keep formal **Financial Accounts** which are independently inspected or audited where required by law.

Notes:

- * Guidelines for the policies listed above can be downloaded from the Recognised Awards pages of the CDMT website, www.cdm.org.uk, or requested by emailing recognised@cdmt.org.uk
- ** Schools may wish to attend seminars provided by individual Awarding Organisations in these areas, in order to assist in their development

CDMT reserves the right to amend these *Requirements* from time to time.