

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:

- **Professional policies and procedures** – have in place and adhere to appropriate health and safety

(including safe dance practice), equal opportunities, customer service and staff development policies*

(including, without limitation, in respect of dealing with any complaints which the school receives)**
- **A Children and Vulnerable Adults Protection Policy and Disclosure and Barring Service (DBS) certificate** – hold and adhere to a Children and Vulnerable Adults Protection Policy,* and as part of this policy, to ensure that valid, enhanced Disclosure and Barring and Service certificate is in place for all members of staff including teachers, administrators and ancillary staff or its equivalent where available
- **Insurance** – hold appropriate and adequate insurance
- **Code of Professional Conduct and Practice** – adhere to CDMT’s Code of Professional Conduct and Practice* or an equivalent code recognised by CDMT
- **Information disclosure** – prominently display at all times or provide to all students a copy of Recognised School Requirements, full routine and emergency contact details; timetables; and details of venues and examinations, public performances and/or displays

- **Teaching qualifications and experience** – ensure the majority of teaching is delivered by teachers who hold a Council, Ofqual, TDA or other government recognised performing arts teaching qualification or level three or above on the Qualifications and Credit Framework (QCF); or are actively studying towards such a teaching qualification, where such a qualification exists. This applies to dance, drama, singing and musical theatre teachers working at the school. In this situation, teachers not holding or working towards such a teaching qualification will be in the minority but must still demonstrate professional teaching or training experience to the satisfaction of the Council***
 - **Teaching Contracts** – employ or engage all teachers working at the school on appropriate contracts*
 - **Staff appraisal procedure and Continuing Professional Development (CPD)** – operate an annual staff appraisal procedure and deliver a Continuing Professional Development policy* for teaching staff within the organisation
 - **Accounts and Finance** – keep formal accounts which should be independently inspected or audited where required by law
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Notes

- * Guidelines for the policies listed above can be downloaded from the Recognised Awards pages of the CDMT website, www.cdmt.org.uk, or requested by emailing recognised@cdmt.org.uk.
- ** Schools may wish to attend seminars provided by individual Dance Awarding Organisations in these areas, in order to assist in their development
- *** Different arrangements apply for Recognised School members which joined the scheme prior to September 2010. Those awarded Recognised School status prior to 1 September 2010 may not fulfil the revised Qualification *Requirement* in that the majority of teaching may not be delivered by qualified teachers.

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

Council for Dance, Drama and Musical Theatre, Old Brewer's Yard, 17-19 Neal Street, Covent Garden, London WC2H 9UY