

Recognised School Award

Nine Requirements



Recognised Schools have obtained their award in at least one of the following categories:

- Recognised Dance School
- Recognised Dance and Musical Theatre School
- Recognised Drama and Musical Theatre School
- Recognised Drama School

Applicants for CDMT's Recognised School Award must confirm that their schools comply with the following Requirements at the time of applications and for so long as they hold the Recognised School status. Namely, that they:

- Have and adhere to appropriate **Professional Policies and Procedures** in respect of the following: Health & Safety, 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 publically 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 organisation
- 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.cdmtd.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.

 020 7240 5703

 info@cdmt.org.uk

 cdmt.org.uk

 @CDMTorg

Council for Dance, Drama and Musical Theatre, Salters' Hall, 4 London Wall Place, London EC2Y 5AU