

GUIDELINES FOR *RECOGNISED* AWARDS

1. **Professional procedures** – applicants may wish to draw upon the following example models of policies provided by the Council for Dance Education and Training – a Health and Safety Policy, Equal Opportunities Policy and Customer Service Policy. All these documents are available for download on our website www.cdet.org.uk or you can request for a copy to be emailed to you by emailing recognised@cdet.org.uk. School's Principals or teachers may also approach their Awarding Bodies or Corporate Member Societies for additional support. Signed copies of your policies must be available to students or their representatives and to CDET on request.
2. **A Children and Vulnerable Adults Protection Policy and Enhanced Criminal Records Bureau/Disclosure and Barring (CRB/ DBS) disclosure** - All employed, self-employed and voluntary staff working within the organisation must undergo an Enhanced CRB/ DBS disclosure or its equivalent where available. However, the following persons are exempt from this ruling: those who assist in the classroom who are themselves current students at the organisation (i.e., they take part in scheduled group dance classes), are aged sixteen or under, are not paid for their assisting work, are never left in sole responsibility of the class nor left alone with the other students while undertaking teaching assistant work.
Contact details of umbrella organisations offering Enhanced Criminal Records Bureau/ Disclosure and Barring Service (CRB/ DBS) disclosure are available from www.gov.uk/government/organisations/disclosure-and-barring-service. Amongst other organisations, London Schools Arts Service (LONSAS www.lonsas.org.uk) and the Foundation for Community Dance (www.communitydance.org.uk) provide an Enhanced Disclosure Application Service. It is essential that you and all staff working at your organisation undertake an Enhanced CRB/ DBS disclosure, including teaching, administration, freelance, volunteers and ancillary staff. A signed copy of your Children and Vulnerable Adults Protection Policy must be available to students or their representatives and to CDET on request. An example model for a Children and Vulnerable Adults Protection Policy is available for download on our website www.cdet.org.uk or you can request a copy to be emailed to you by emailing recognised@cdet.org.uk.
3. **Insurance** – you must have in place adequate insurance to insure you, your teaching staff, your pupils and, where applicable, your premises. Public Liability insurance is essential and, if you employ any members of staff, Employer's Liability insurance is a legal requirement. You may wish to consider a policy which includes Professional Indemnity insurance. Professional Indemnity insurance is a form of liability insurance that provides cover for the financial consequences of professional negligence, following a breach of professional duty by way of neglect, error or omission. The Council for Dance Education and Training in association with Hencilla Canworth Insurance Brokers has developed a bespoke insurance scheme for *Recognised Schools, Teachers and Instructors*. More information about these insurance schemes is available in the welcome pack sent to all newly-awarded and renewing members.
4. **Code of Professional Conduct for Teachers** - As part of your *Recognised Award*, you must adhere to either the Council's or your own Code of Professional Conduct for Teachers. We request that you make this available to all teaching staff within your organisation and keep a signed copy on file. The Council's Code of Professional Conduct for Teachers is available on our website www.cdet.org.uk or you can request for a copy to be emailed to you by emailing recognised@cdet.org.uk.
5. **Information Disclosure** – Each student (or his/her representative) must be provided with a copy of the *Requirements*, standard and emergency contact details, relevant syllabuses, timetables and details of venues and examinations, public performances and/or displays in which students are expected to participate prior to embarking upon a programme of dance lessons. These must be prominently displayed at each venue in which you or the organisation operates or alternatively, individual copies may be issued to students on enrolment via, for example, a prospectus.

6. **Teaching Qualifications, Experience and Professionalism** - The Council recognises the teaching qualifications of its Validated Dance Awarding Organisations, its Corporate Member Societies*, Ofqual, QCDA, TDA and all government recognised dance teaching qualifications of Level 3 and above on the Qualifications and Credit Framework (QCF).**

In respect of a *Recognised School* application, the majority of the teaching must be delivered by qualified teachers. Where teaching qualifications have not been achieved by teaching staff members, equivalent professional teaching or training experience may be considered in relation to the application and must be demonstrated to the satisfaction of the Principal who must in turn demonstrate it to the satisfaction of the Council if so required.

In respect of a *Recognised Qualified Teacher (QTS)* application, the applicant must be able to prove they hold Qualified Teacher Status. This can be achieved by writing to the General Teaching Council for England, Whittington House, 19-30 Alfred Place, London, WC1E 7EA and requesting them to send you a Confirmation of Qualification of Teaching Status Certificate. There is no charge for this service and you will be asked to provide a photocopy of this certificate with your *Recognised Qualified Teacher (QTS)* application form.

In respect of a *Recognised Qualified Teacher (QTLS)* application, the applicant must be able to prove that they have a certified Qualified Teacher Learning and Skills status, in form of a copy of a certificate and reference number.

CDET reserves the right to determine eligibility for its *Recognised Awards* based on the information provided.

**An up-to-date list of CDET's Validated Awarding Organisations and Corporate Member Societies is available by visiting the CDET website, www.cdet.org.uk and following the "Teaching and Qualifications" section*

***This includes qualifications on the former National Qualifications Framework (NQF). For a list of accredited teaching qualifications visit www.accreditedqualifications.org.uk/AdvancedQualificationSearch.aspx*

Guidelines 7 – 9 are applicable to Recognised School Applications only.

7. **Teaching Contracts** – You must employ or engage all teachers working at the organisation on appropriate contracts or written agreements. It is your responsibility to assess which contract or agreement type is appropriate for each teacher. This may be a permanent employed contract, a temporary, freelance or casual teaching contract. CDET can offer guidelines on what information should be included in such a contract. Please note that companies or individuals holding one-off workshops or master classes are not required to be engaged on a contract. Copies of standard contracts for permanent, temporary and freelance members of staff are available both on our website and the ACAS (Advisory, Conciliation and Arbitration Service) website www.acas.org.uk and may be adapted to suit individual needs.
8. **Staff appraisal procedure and Continuing Professional Development (CPD)** – If you employ teaching staff, as part of your *Recognised School* membership, you must adhere to either the Council's or your own Continuing Professional Development (CPD) Policy. A Signed copy of your organisation's policy must be available to teachers and to CDET on request. For employed teachers, you must deliver an annual staff appraisal. A *Recognised School* staff appraisal procedure is likely to include at least one hour-long staff appraisal interview between each member of staff working at the organisation and the Principal or his/her designated representative per year. An example model for an appraisal and a Continuing Professional Development Policy is available from the Council on our website www.cdet.org.uk or you can request for a copy to be emailed to you by emailing recognised@cdet.org.uk. Please note that self-employed or freelance teachers are not required to undertake CPD or an annual staff appraisal.
9. **Accounts and Finance** - *Recognised Schools* must confirm with an appropriate financial adviser the need for annual accounts to be independently inspected or audited. Helpful information on keeping formal accounts can be found by visiting sites such as www.smallbusiness.co.uk