

Recognised School (RS)

Application form 2010

For pre-vocational and non-vocational
Dance and Musical Theatre schools

Recognised School Self Certification Application 2010

Thank you for your interest in becoming a CDET *Recognised School*.

This application pack includes the application form, guidelines for assisting you in completing the form, and the *Nine Requirements* that you must meet and adhere to as a *Recognised School*.

Please complete the form as comprehensively as possible either in clear handwritten or typed format. As this is a self-certification application, you must complete all the information requested in order for your application to be considered. If you wish to include relevant supporting documents other than those specified with your application, this is acceptable but not obligatory.

Step by Step guide to completing your application

1. Ensure that you meet the *Nine Requirements* set out by CDET outlined on page 3 of this pack
2. Read and digest the "*Frequently Asked Questions*" in the *Recognised Schools* section of our website www.cdet.org.uk to answer any outstanding queries you may have
3. Read and digest the "*Guidance for Recognised Schools*" document in the *Recognised Schools* section of our website www.cdet.org.uk
4. Read and digest the "*Code of Professional Conduct and Practice*" in the *Recognised Schools* section of our website
5. If you have any questions outstanding at this stage, please contact CDET on 020 7240 5703.
6. Use the guidelines to completing your application on page 5 and proceed to complete your application on pages 6-10

Information you will need to complete your application

- A photocopy of your insurance certificate(s), the policy details and the name of the insurance company or broker who administers your insurance policy
- CRB numbers for all staff including yourself, dance teachers, drama or music teachers, student teachers or teaching assistants, ancillary staff and administrators. For any new members of staff joining after July 2010, please also include ISA numbers
- A list of teaching qualifications for all teachers and student teachers, or where teachers do not hold a teaching qualification, information about their teaching experience **and** two separate references supplied on headed paper which have originated from professionally qualified teachers or professionals who have seen the candidate's work

Application

Schools applying for *Recognised School* status are required to complete the Council's self-certification application form confirming that they comply with the *Nine Requirements*. The Council reserves the right to request any School applying for *Recognised School* status or one which has been accepted as a *Recognised School* to provide supporting evidence to the satisfaction of the Council in respect of any of the *Requirements*. *Recognised School* status is renewable annually and the Council's self-certification form must be completed at each renewal.

Recognised Schools Logo

Schools achieving *Recognised School* status are permitted to include the Council's *Recognised School* logo on official communications and marketing materials. Schools must display the logo at each premises at which teaching takes place. Schools must cease using the logo if they no longer hold *Recognised School* status.

Complaints

Complaints regarding schools with *Recognised School* status must be addressed to the school in question and the Council will not be responsible for dealing with complaints. Where a complaint is not resolved to the satisfaction of the complainant they may wish to notify the Council which shall be entitled to take the complaint into account on the next renewal of the school's *Recognised School* status.

Frequently asked questions

Can I complete my application form electronically?

You are able to complete the application form electronically, however, once completed you will still need to print out the completed form, sign the declaration on page 8 and 9 (a typed signature is not acceptable) and send in the post with your application fee payment. Our preferred method is for you to complete the application form electronically (by typing), email a copy back to us on recognisedschools@cdet.org.uk, print out a copy, sign it and return it with your application fee. This enables us to keep an electronic record of your application on our files, which may assist in refining the renewal process.

Why do I need to provide details of all my teacher's qualifications and teaching experience?

One of the *Nine Requirements* for *Recognised Schools* is to ensure that the school is committed to employing teachers who are qualified or experienced to teach. In order for the Council to assess this, we must ask for comprehensive information from you regarding this. We are happy for you to include supporting information on a further sheet in order to assist your application.

What does my application fee cover?

All income generated from the annual application and renewal fee for the RS award is reinvested directly into the *Recognised School* scheme. A percentage of the fee is used for the necessary administration of the award and the remainder is used for promoting the scheme. The Council for Dance Education and Training is a registered charity.

What is the difference between CRB numbers and ISA numbers and which should I provide?

The Independent Safeguarding Authority's (ISA) was created as part of the Government's Vetting and Barring scheme and is an extension of the CRB scheme. The two schemes will run side by side and are interlinked. From July 2010, it will be your responsibility to check the ISA status of all new staff joining your school. If an applicant is not ISA-registered they have either not applied or are on an ISA Barred List.

In terms of your *Recognised School* application, you must provide the 12 digit CRB number for all staff in Section 5 of the application form. If you have employed a new member of staff since July 2010, you must confirm their CRB number and their 16 digit ISA number in section 5 of this application. As and when longer-standing members of staff receive ISA registration, please supply their ISA numbers.

Nine Requirements for Recognised School status

Principals or the equivalent senior officer of pre-vocational and non-vocational dance and musical theatre schools applying for *Recognised School* status from the *Council for Dance Education and Training* 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 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)*
- **Criminal Records Bureau Disclosure and ISA (VBS) Disclosure** - ensure valid, enhanced Criminal Records Bureau disclosure is in place for all members of staff (teachers, administrators and ancillary staff) working at the school and ensure ISA (Vetting and Barring) registration for all new staff members from July 2010 . The 12 digit CRB numbers **MUST** be written on the self certification form, 'awaiting number' is not acceptable
- **Insurance** - hold appropriate and adequate insurance
- **Teaching qualifications and experience** - ensure all dance, drama, singing and musical theatre teachers working at the school hold a Council, QCDA, Ofqual or other government recognised teaching qualification; or are actively studying towards such a teaching qualification; or can demonstrate equivalent 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*
- **Code of Professional Conduct and Practice** - adhere to the Council's *Code of Professional Conduct and Practice* or an equivalent code recognised by the Council
- **Staff appraisal procedure** - operate an annual staff appraisal procedure*
- **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
- **Accounts and Finance** - keep formal accounts which should be independently inspected or audited where required by law

* Schools may wish to attend seminars provided by individual Dance Awarding Organisations in these areas, in order to assist in their development.

The Council reserves the right to amend these Requirements from time to time.

Guidelines on completing your application

In order for your application to be considered, you must complete compulsory sections 1, 2, 5 and 7. Sections 3 and 4 must be completed as appropriate to the teaching staff at your organisation. There is a “tick box” for you to mark when you have completed each section. This is for your guidance only and does not need to be returned to us.

Section	Supporting Notes	Page	Tick when complete
1 - Contact	Please complete your contact information	5	
2 - Insurance	Please complete your insurance information and provide a photocopy of your insurance certificate(s)	5	
3 - Qualifications	Teaching Qualifications Qualifications held by all Dance, Drama, Singing or Musical Theatre teaching staff <i>(to be completed for all teachers or student teachers who hold teaching qualifications)</i>	6	
4 - Experience	Teaching Experience Professional teaching experience held by Dance, Drama, Singing or Musical Theatre teaching staff <i>(to be completed for all teachers or student teachers who do not hold recognised teaching qualifications) and two references supplied on headed paper</i>	7	
5 – CRB or ISA (Vetting and Barring)	Staff CRB Enhanced disclosure and ISA (Vetting and Barring) (only complete for any staff not already detailed in section 3 and 4)	8	
6. Code of Professional Conduct, Staff Appraisal, Professional Procedures	For information only	8	
7 -Declaration	Please complete your declaration	9	

If you have any questions or need help completing your application, please contact us on 020 7240 5703 and we will assist you.

Recognised Schools Self-Certification Application Form 2010

(Please ensure you keep a copy of your completed form for your records)

1. Contact Details	
Name of School	
Address of School	
Address for correspondence <i>(if different from above)</i>	
Name of principle contact	
Main telephone	
Emergency telephone <i>(if different from above)</i>	
Email	
Website	
How did you hear about the <i>Recognised School</i> scheme?	

2. Insurance			
Please complete the table below <u>and</u> include a photocopy of all relevant insurance certificates with your application.			
Name of Insurance company(ies)	Policy name(s) (e.g. public liability, etc)	Policy number(s)	Valid from/to E.g. 01/01/10 – 31/12/10
We are endeavouring to form an association with an insurance provider whom we hope will offer <i>Recognised Schools</i> a preferable insurance premium.			
If you <u>do not</u> wish to be contacted at your insurance renewal regarding this, please mark this box with an X			<input style="width: 40px; height: 20px;" type="checkbox"/>

3. Qualifications – Dance, Drama, Singing or Musical theatre teaching and student teaching staff

Please include any persons holding regular or intermittent classes at your school

Please complete for all Dance, Drama, Singing or Musical Theatre staff who have obtained or who are studying towards a teaching qualification. For clarification, student teachers are those assisting in class and are never left in sole charge of teaching a class. If any teaching staff or student teachers do not have a teaching qualification, please complete their details in section 4. Please continue on a separate sheet if necessary.

Name of teacher & job title (e.g. Christine Smith, Ballet Teacher / Martin Jones, Drama Teacher, etc). Please put "S" next to any Student teachers	Teaching qualification level & subject (e.g PGCE, QTS, Licentiate, FDI, CDE etc) (See Guideline 4)	Teaching Awarding Organisation (e.g. ISTD, Trinity, Lamda, etc)	Teaching institution (e.g. University/ Dance or Drama school name)	Date qualification obtained or P for "pending"	Do you have a signed employment contract for this staff (please tick)	CRB number (and ISA number if applicable)

4. Experience - Dance, Drama, Singing or Musical theatre teaching and student teaching staff

Please include any persons holding regular or intermittent classes at your school in this section.

Please complete for all Teaching and Student teaching staff who have not obtained a teaching qualification but have teaching experience. For clarification, Student teachers are those assisting in class and are never left in sole charge of teaching a class. Please continue on a separate sheet if necessary.

Name of teacher and job title (e.g. Christine Smith, Ballet Teacher / Martin Jones, Drama Teacher, etc). Please put "S" next to Student teachers	Teaching experience (e.g. taught ballet at X / taught musical theatre at X, etc)	Date experience gained and approximate quantity of hours or years	Do you have a signed contract of employment for this employee (please tick)	Approximate hours of lessons they teach per week at your school	CRB Number

Please supply two separate references on headed paper which have originated from professionally qualified teachers or professionals who have seen the candidate's work in order to supplement this section.

5. CRB Enhanced disclosure and ISA registration (Vetting and Barring)

Please provide CRB Enhanced disclosure for all staff and ISA numbers if appropriate for any staff not already identified in section 3 and 4 in the table below. This includes ancillary staff, administrators, etc. Please continue on a following sheet if necessary.

Name	CRB Enhanced disclosure / ISA registration number	Job title

I acknowledge that I have applied for and received approved Enhanced Criminal Records Bureau (CRB) disclosure for **all** members of staff working at the school including teachers, administrators and ancillary staff. In addition, I have applied for and declared the ISA numbers for all new staff joining my organisation since July 2010.

I also confirm that I have seen the CRB enhanced disclosure certificates and, where applicable, viewed the ISA registration details of these employees and I know of no reason why each individual listed above should be excluded from working with young people within an educational environment.

Signed		Dated	
Print Name			

6. Code of Professional Conduct, Staff Appraisal and Professional Procedures

You must adhere to and retain on file the following documents, a copy of which may be requested by CDET at any time during a school's membership period:

1. A copy of your own or CDET's Code of Professional Conduct
2. An Annual Staff Appraisal procedure and filed notes following appraisal
3. Professional procedures including a Health and Safety policy, safe dance practices, Equal Opportunities, customer service and staff development policies

7. Declaration

I am submitting an application for the award of *Recognised School (RS)* of the Council for Dance Education and Training on behalf of

Name of School above

I am authorised to confirm that the school conforms without exception to the Requirements of the Council's pre- and non-vocational *Recognised School* as follows:

- 1 We follow professional procedures including adhering to a Health and Safety policy, safe dance practices, equal opportunities, customer service and staff development policies
- 2 We have submitted a current insurance certificate
- 3 We confirm all teachers working at the school are employed on appropriate contracts
- 4 We have declared the CRB numbers of ALL staff working at the school without exception, and ISA numbers for any new members of staff joining since July 2010
- 5 We have declared the qualifications and experience of ALL teaching staff who work either regularly or intermittently at the school
- 6 We have submitted our Code of Professional Conduct to CDET with our application, or are declaring that we adhere to CDET's Code of Professional Conduct, a printed copy of which we keep on file for reference
- 7 We confirm that we run an annual staff appraisal procedure
- 8 We confirm that we prominently display relevant information to students and we will display our *Recognised Schools* certificate at our premises
- 9 We confirm that we keep formal accounts which are independently inspected or audited

I agree to notify the Council immediately in writing of any failure in the continued fulfillment of these *Requirements*. In addition, I agree to notify the Council in writing of any new staff employed by the school during *Recognised School* membership.

Name (printed):
Position (printed):
Signature:
Date:

Payment

Please return this form with a cheque for £100 made payable to CDET to:

The Administrator (RS Application), CDET, Old Brewer's Yard, 17-19 Neal Street, Covent Garden, London, WC2H 9UY.

Thank you for your application. We will contact you shortly to confirm the status of your application.