

Guidelines for Recognised Schools

1. Schools may wish to draw upon the Council's *Code of Professional Conduct and Practice for Teachers of Dance* in designing Health and Safety, Equal Opportunities, Customer Service and Staff Development policies. School principals may also approach their Awarding Bodies or Corporate Member Societies for additional support. Copies of these school policies must be available to students or their representatives on request.
2. Contact details of umbrella organisations offering Enhanced Criminal Records Bureau (CRB) disclosure are available from the CRB website <http://www.crb.gov.uk/>. 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.
3. Copies of standard contracts for permanent, temporary and free-lance members of staff are available on the ACAS (Advisory, Conciliation and Arbitration Service) website, http://www.acas.org.uk/media/pdf/9/6/A5_written_statement_1_1.pdf and may be adapted to suit individual school needs.
4. The Council recognises the dance teaching qualifications of its Registered Dance Awarding Bodies, its Corporate Member Societies and all government recognised dance teaching qualifications. Equivalent professional teaching or training experience must be demonstrated to the satisfaction of the principal or equivalent senior officer of the school who must in turn demonstrate it to the satisfaction of the Council if so required.
5. The Council's *Code of Professional Conduct and Practice for Teachers of Dance* is available on the Council's website <http://www.cdet.org.uk/info.php>
6. A *Recognised School* staff appraisal system is likely to include at least one, hour-long, staff appraisal interview between each member of staff working at the school and the Principal or his/her designated representative per year. An example model for an appraisal is available from the Council by email or by post from CDET (SAE A5 £0.45p).
7. Each student (or his/her representative) must be provided with a copy of the *Requirements of Recognised School* status, full routine 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 the school operates or alternatively, individual copies may be issued to students on enrolment via, for example, a prospectus.

8. Dance UK, the National Dance Teachers' Association and the Foundation for Community Dance will advise on insurance companies offering policies suitable to pre-vocational dance and musical theatre schools. Additionally, further guidance may be available from the Council's Registered Dance Awarding Bodies and Corporate Member Societies.
9. *Recognised Schools* must confirm with an appropriate financial adviser the need for annual accounts to be independently inspected or audited.

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