www.centralschoolofdancing.co.uk
Email: centralschoolnorwich@gmail.com
Phone: 07835300103

MALPRACTICE AND MALADMINISTRATION POLICY

Introduction

This policy is for the protection of Students/Candidates involved in the ISTD examinations and DDE qualifications at Central School of Dancing & Performing Arts.

The purpose of this policy is to set out the procedures that students/candidates are required to follow if they wish to notify us of any potential instances of malpractice. The policy also gives details of the service provided by Central School of Dancing & Performing Arts.

This policy will be subject to review and monitoring and if necessary will be amended and updated following feedback from Candidates and Teachers. All future versions of this policy will be flagged and will be posted on our website.

Please note that we treat all correspondence with individuals who make complaints or inform us of suspected malpractice in confidence and will not make details available to any other parties. This policy was created in January 2024 and will be reviewed annually.

What is Malpractice and Maladministration?

Malpractice is defined as any activity or practice which compromises the integrity of the assessment process therefore affecting the students outcome. For the purpose of this policy this term also covers misconduct. Where as maladministration is defined as any activity or practice which results in non-compliance with regulations of either CDS or Imperial Society of Teachers of Dancing. Anybody identifying cases of maladministration should report them at the earliest instance to create a resolution.

The categories listed below are examples of (but are not limited to) potential teacher and candidate malpractice:

- Failure to satisfactorily implement conditions of approval within stated timescales on the teachers behalf.
- Failure to adhere to our candidate registration and certification procedures provided by the ISTD and followed by CDS.
- Failure to continually adhere to the graded examination criteria set by the ISTD and followed by CDS.
- Fraudulent claim of written or practical work.
- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance.

- Deliberate misuse of our logo in any instance.
- Disruptive behaviour by candidates
- Failure to adhere to the requirements of our Reasonable Adjustments and Special Considerations
- Policy when being entered for examinations.

How to notify us of suspected/factual cases

Anyone who believes they have experienced a form of either cases should notify Principals Adam and Fern Carpenter (methods below) at the earliest possible instance. Failure to do so could result in a delay of resolution.

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Please send any of the following information to support your case:

- Teachers name
- Title of qualification affected
- Date of incident
- Details of the incident
- Written statements from yourself and any other witnesses
- Date of the report which must be signed

Once this has all been received it will be investigated following our rigorous guidelines for dealing with complaints. We may ask for further evidence or request a meeting to obtain further information. We aim to reply to all emails regarding this situation within 7 working days.

Once a decision has been reached the student shall be informed of the outcome and intentions on how issues where necessary will be resolved. All outcomes shall be document and kept on file for future events. A copy of our appeals policy will be included should the Student/Candidates wish to appeal any of the decisions reached.

Staff Implementation of Policy

As part of Central School of Dancing & Performing Arts regular practice, all Staff will be made aware of this policy and any future amendments. All Teachers and support staff will be advised to adhere to this policy at all times and to bring to the attention of management any concerns they may have at the earliest possible time. Their concerns will be heard and any necessary action taken to prevent a breach of our policy. Whilst protecting their identity whenever possible.

Signed	Position	Date	Review
F. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months
A. Carpenter	Co-owner and Joint Principal	01/09/2025	12 Months