

Children's Capital of Culture: Guidance for the Programme Proposals Process

Hello!

In 2025 Rotherham will become the world's first Children's Capital of Culture.

This title is a bold mandate bestowed upon Rotherham by its children and young people. Children's Capital of Culture belongs to our children and young people, and has done since 2017, when they reimagined a Rotherham filled with even more creative venues, cultural festivals, outdoor activities, and community gardens – as well as flying cars, powered by clouds!

Since then, we have been working with Rotherham's children and young people to realise their Manifesto for Reimagining Rotherham. From celebrating a cinema reopening in Rotherham for the first time in thirty years, to reimagining museums, to launching new music festivals, pop-up skate parks, and exhibitions curated by children and young people, we're working together to fill our borough with culture, creativity and community!

Children's Capital of Culture is an open invitation for individuals and organisations to help the children and young people of Rotherham realise this dream. It is a project led by children and young people but delivered in partnership with artists, communities, performers, musicians, and more.

So, if you have an idea for our festival year, and want to be part of this unstoppable movement towards a borough that embraces the ideas of its children and young people, empowers them to ignite their imaginations, and equips them with the skills to co-create the future they dream of, then read on...

Everyone is welcome

It is important to us that Children's Capital of Culture is a fair and equal programme, giving everyone the opportunity to take part and supporting those who need help, guidance or alternative options to submit their ideas.

We ask that people with ideas for activities they would like to make happen as part of our 2025 festival year first complete an Expression of Interest (EOI) form to tell us a bit more about their plans.

These are requested by default to be submitted in writing, but if you would prefer to submit your application as a video or audio recording, which talks us through your idea and answers the questions in the EOI form verbally, then this is fine too. The written EOI form can be found online [here](#).

Video or audio recordings can be sent to ccoc@rotherham.gov.uk, with the subject line 'Festival Year EOI submission.'

If English isn't your first language and you need any of the guidance or support – including forms translating, or help from an interpreter – then just let us know by contacting our Programme Coordinator, Sarah Williams, at sarah.williams@rotherham.gov.uk or 01709 254964. And please don't worry about overcoming dyslexia and other challenges – we aren't interested in your grammar or spelling, we're here to support your ideas and celebrate your creativity, imagination, and cultural ambition.

Things you should know

The programme proposals process is not an application to a funding programme. By completing this process, you are not applying for seed or match funding from Children's Capital of Culture.

Children's Capital of Culture do have a small amount of seed funding that partners can apply to by completing a separate (and simple!) application process. The first round of seed funding will be announced in early 2025. For more details of this, please email ccoc@rotherham.gov.uk.

So, what's the programme proposals process for? Children's Capital of Culture is a co-produced, co-designed and co-delivered programme, which is delivered by a range of partners in collaboration with Rotherham's children and young people. The programme proposals process helps to make sure that the events, festivals and activities both our team and our partners are proposing fit the mandate set by children and young people. The programme proposals process means that both children and young people, and our local partners, have a key role in finalising our 2025 programme, making Children's Capital of Culture a truly democratic festival.

Proposals that are approved through this process will be included in the official festival programme, be given publicity, marketing and other forms of support from the Children's Capital of Culture team, and be given permission to use the Children's Capital of Culture festival year brand.

Anyone can submit an idea – there's no age limit, prized postcode or distinguishing features needed. But there are a few small rules:

1. Your idea must be able to demonstrate either that it has already been developed in partnership with children and young people from Rotherham, or that it will ensure co-production with children and young people in Rotherham is a key part of its development.
2. You must be either a Rotherham-based artist, organisation or community group, or be able to demonstrate that your project is working with a Rotherham-based artist, organisation or community group (this could be schools, colleges, youth groups, grassroots organisations... The list goes on!).

3. Your activity must take place in 2025, as that is when Rotherham will become the world's first Children's Capital of Culture!
4. If you are building on an existing idea or event, you must be able to clearly demonstrate what you will be doing differently in 2025.
5. Children and young people have told us that there are some big issues they want to explore through Children's Capital of Culture. We think this is important – and we also think it's important that we give them the most positive experience we can, including through making sure we're engaging with any sensitive topics thoughtfully and safely. As such, please let us know when you complete the EOI if you feel your proposal covers (or could cover) any sensitive topics.
6. If your proposal is included in the programme we will require you to commit to taking part in evaluation and marketing, including press, film and photography activities, and we also ask that all relevant Children's Capital of Culture branding must be used on marketing materials.
7. We've been working with children and young people over the last five years to understand what is important to them. This has led us to the development of four programme themes, and your idea must fit with one or more of these:

YOU'RE NOT FROM NEW YORK CITY, YOU'RE FROM ROV'RUM

Immortalised in the lyrics of the Arctic Monkeys as a put down, "you're not from New York City, you're from Rov'rum" stands as a challenge to our young people to reclaim the narrative of their town. What could our children and young people do if they felt the same sense of pride when they hear Rotherham as New Yorkers when they hear NYC?

WHO WE ARE, WHERE WE COME FROM

Did your school trip even happen if you didn't sing this on the bus? But this innocent (and mildly irritating) song raises important questions that our children and young people are confronted with every day. Questions about heritage, identity and ethnicity in a borough with a changing population. Questions about our own individuality, gender and culture. Questions about the communities we are part of, finding our tribe and feeling like we belong.

PLUG IN & PLAY

A riot of creativity, movement and experimentation, Plug In & Play will find adventure and discovery in every corner of the borough. From the familiarity of play parks and street games to new imagined worlds brought to life through coding, gaming & making to blend physical & digital worlds. Movement, dance, sport and everyday physical activity will be central with elite national championships and events sitting alongside a celebration of the grass-roots sports clubs providing year-round access to the small but beautiful daily acts of play that can be found in homes & gardens across the borough.

WORLD BENEATH OUR FEET

A juxtaposed celebration of our green and pleasant land and the discomfort and urgency children and young people feel about the destruction of it. This theme will explore the healing and restorative power of nature whilst posing questions and solutions for how to take better care of ourselves and the environment around us.

How does it work?

The first step in the programme proposals process is to complete your EOI form.

All EOIs are screened to make sure that they meet the above criteria by the Children's Capital of Culture Programme Manager and the Head of Creative Programming & Engagement at Rotherham Council.

You will receive feedback on your EOI within 10 working days from the date of submission. Feedback may be that your idea doesn't quite meet the criteria but with a few small tweaks it could, or you could absolutely knock our socks off and be invited to submit a full application immediately.

Full applications are considered by our Youth Programming Panel, who have undergone in-depth training to learn what makes an exceptional festival programme, and by Rotherham's Cultural Partnership Board.

Because full applications are considered by different people from the EOI forms, it's fine for you to directly replicate some answers from one form to the next where relevant.

Our Youth Programming Panel are a brilliant and diverse group of 13-to-25-year-olds from across the borough. Some of the group have additionalities that mean that reading large amounts of complex, written English can be a bit tricky. As such, we suggest writing your full application using clear, concise and friendly language, which is suitable for young people aged 13+.

If your application form is approved by the Cultural Partnership Board, you'll then receive an agreement outlining the terms and conditions associated with the use of the brand, and one of the Children's Capital of Culture team will support you to develop and deliver your idea and helping spread the word about your fantastic event.

Full proposals will be accepted monthly starting from September 2024.

Got a question?

If you're unsure if your idea is a good fit for the programme or would like to talk it through before submitting your proposal, please get in touch:

Sarah Christie
Children's Capital of Culture Programme Manager
Sarah.Christie@rotherham.gov.uk

Leanne Buchan
Head of Creative Programming & Engagement
Leanne.Buchan@rotherham.gov.uk

Detailed EOI Guidance Notes

<p>Please tell us about the activity that you'd like to run as part of the Children's Capital of Culture festival year (<i>max 250 words</i>):</p>	<p>Please be as clear as you can at this stage about the activity you'd like to deliver, giving us a short, clear overview of your proposal.</p> <p>Be clear and concise, telling us what your idea is, how it will happen, who with, and where. For example: <i>'A festival of theatre celebrating Shakespeare linked to the secondary school curriculum, in which youth drama groups will perform various works of Shakespeare in school and community settings, culminating in a Shakespeare Medley performance at Rotherham Civic Theatre.'</i></p>
<p>Are you a Rotherham-based organisation or working with a Rotherham-based artist or organisation? Please tell us who you and your partners are (<i>max 200 words</i>)</p>	<p>To be part of the festival year programme you must be either a Rotherham-based artist, organisation or community group, or else be able to demonstrate that your project is working with a Rotherham-based artist, organisation or community group. This can include nurseries, schools, colleges, youth groups (including uniformed youth groups), sports clubs, and more!</p>
<p>Will your activity take place in the Rotherham borough?</p>	<p>Our Festival Year activity is primarily focused on activity taking place within the Rotherham borough. We can also consider digital / online activity that therefore has no 'fixed' location.</p> <p>Activity delivery that solely or primarily takes place outside of the Rotherham borough cannot be considered as part of our Festival Year programme.</p>
<p>If you already know the location(s) where your activity will take place, please tell us:</p>	<p>Please provide the address and the postcodes if available.</p> <p>The Rotherham borough covers 111 square miles, which are divided into 25 electoral wards. We often work in a 'ward-based' way, so it can be helpful to tell us which ward(s) you plan to work in at this stage.. <u>A ward map of</u></p>

	<p><u>Rotherham can be found here</u>. You can also identify which ward an address is in by using the <u>Write To Them</u> website.</p>
When do you hope your activity will take place?	<p>At this stage you might be able to let us know exact dates and times. It is also fine to be more broad – for example, ‘May half-term’ or ‘autumn 2025’.</p>
How many people do you hope to reach with your activity?	<p>It’s fine for this figure to be a “best guesstimate” at this stage.</p> <p>It might be helpful to divide this number into ‘active participants’ (this would cover the number of people you expect to directly participate in things like creative workshops, performances, or sports events, as well as the young people involved in co-producing your activity), ‘audience members’ (the number of people watching or visiting the festival, exhibition, installation, performance, or sports event you’re planning), and ‘volunteers’ (the number of people volunteering during any aspect of the activity’s development and delivery).</p> <p>We know that some activities may only reach some of these audience segments (for example, you might be running a workshop programme that reaches active participants, but no audience members), and that’s fine!</p>
How will children and/or young people be involved in the planning and/or delivery of your activity? (<i>max. 250 words</i>)	<p>All Children’s Capital of Culture activities are designed and delivered by children and young people from Rotherham. As such, it’s important to be clear in your Expression of Interest form about how children or young people will significantly and meaningfully contribute to the planning and/or delivery of your proposed activity.</p> <p>What this “looks like” is varied, but may include things like:</p> <ul style="list-style-type: none"> • Consulting with children and young people to find out about their ideas and interests, and

	<p>developing activities that respond to their thoughts</p> <ul style="list-style-type: none"> • Children and young people sitting on commissioning and/or interview panels • Working with youth advisory boards, school councils, or other formal youth-led decision-making groups to steer and develop your activity • Employing young people to co-deliver the project as staff members or freelancers • Your activity showcasing the work of children and young people (for example: an exhibition of children's artwork; performances by young dance groups; a large sports event involving youth sports groups; etc) • Children or young people working collaboratively with an artist to generate creative ideas, which the artist then turns into a finished piece of artwork <p>If you would like to discuss how your activity could involve children and young people in planning and delivery prior to submitting your Expression of Interest form, please email ccoc@rotherham.gov.uk to arrange an enquiry call with a Children's Capital of Culture team member.</p>
<p>How have you considered accessibility and inclusion in the planning and delivery of this activity? (<i>max 250 words</i>)</p>	<p>Please tell us more about your understanding of, and response to, the different needs that your expected participants and audience members might have.</p> <p>In your answer, we would hope to see a thoughtful consideration of the wide range of different people who might engage with your activity, the barriers they might have to participation, and the clear, practical steps you will take to removing or reducing those barriers.</p>

	<p>It is helpful if you can give specific examples of the actions you will take to try and help different people fully participate.</p>
<p>How does your activity respond to the Children's Capital of Culture programming themes? (<i>max. 250 words</i>)</p>	<p>Through in-depth consultation and engagement with local children and young people about what matters to them, Children's Capital of Culture have developed four programming themes that will shape the 2025 creative programme.</p> <p>To be considered as part of the 2025 programme, your activity must respond to at least one of these four themes. We suggest that responding to one or two of the themes, rather than three or four, will enable you to deliver an activity that focuses more clearly on the priorities that have been identified by children and young people.</p> <p>In your answer to this question, please clearly outlining the specific ways in which your proposed activity responds to or aligns your chosen programming theme(s).</p> <p>If you would like to discuss the programming themes and how they fit with your activity ideas prior to submitting your Expression of Interest form, please email ccoc@rotherham.gov.uk to arrange an enquiry call with a Children's Capital of Culture team member.</p>
<p>How much do you anticipate your activity costing to deliver?</p>	<p>Please let us know your total estimated costs for delivering your project.</p>
<p>What are your potential / proposed funding sources for delivering your activity?</p>	<p>This might include:</p> <ul style="list-style-type: none"> - Core funds / organisational income you plan to dedicate towards delivering this activity - Grants you have applied to deliver this activity, or hope to apply to

	<ul style="list-style-type: none"> - Funds raised through sponsorship activity or other similar forms of fundraising - Funds raised through revenue sources such as ticket sales, refreshments sales, etc.
Are you intended to sell tickets to your activity, and/or setting other commercial pricing and income generation structures?	<p>When setting pricing for commercial tickets we request that delivery partners consider the following:</p> <ul style="list-style-type: none"> • Rothercard discount to be considered as part of the pricing strategy; details can be found here: Rothercard – Rotherham Metropolitan Borough Council • Where the Rothercard discount cannot be accommodated due to financial constraints, ensuring that there are pricing structures that account for children and families e.g., staggered pricing for child tickets, adult tickets and family packages that make the event more accessible for the target group of children and young people • Making an appropriate provision of free tickets available for target groups identified in the Children's Capital of Culture Equalities Impact Assessment, including Looked After Children, Care Leavers and other marginalised groups • Making provision of at least two tickets and one chaperone for Young Inspectors and/or Young Critics to attend and review events in the programme • Considering additional social value opportunities such as work placements or traineeships for young people as part of your delivery
Do you consider your activities to be focused on or engaging with any sensitive topics?	<p>For example, this might include:</p> <ul style="list-style-type: none"> - topics where there could be a risk of raising negative press or social media coverage that

	<p>could adversely impact on the children and/or young people involved</p> <ul style="list-style-type: none"> - topics where you anticipate that there might be very polarised and/or challenging opinions, which, again, you would need to consider how to navigate for the best experience for children and young people involved - topics that might be triggering or otherwise challenging to engage with for some participants <p>Children and young people in Rotherham have set us a bold mandate, and we know that they want and need a space to have conversations that can be challenging. However, we want to work – as best we can! – to ensure this happens in a way that is thoughtful, and that protects and supports the young people involved. The Children’s Capital of Culture team are keen to work with partners to enable this.</p>
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Detailed Full Application Form Guidance Notes

CREATIVE PROGRAMMING QUESTIONS

Your project: please give a short description of your project (max. 250 words)

Be clear and concise, telling us what your idea is, how it will happen, who with, and where. For example: *'A festival of theatre celebrating Shakespeare linked to the secondary school curriculum, in which youth drama groups will perform various works of Shakespeare in school and community settings, culminating in a Shakespeare Medley performance at Rotherham Civic Theatre.'*

Programme themes: Which of the programming themes do you feel your idea is most suited to (max. 300 words)

Tick one or more box as appropriate, and then complete the text box to tell us more about how your proposal supports and responds to one (or more) of our programming themes.

Applications often 'fall down' by not being clear enough on exactly how they are responding to one (or more) of our festival year programming themes, or by stretching themselves 'too thin' and trying to respond to all four themes when just focusing on one or two might lead to a stronger project. Please bear this in mind when completing the application form!

CO-PRODUCTION, ENGAGEMENT & INCLUSION QUESTIONS

Co-production:

Please tell us more about how children or young people will be involved in the planning and/or the delivery of your activity (max. 300 words)

Please be specific about the different roles that children and young people will have on the project. This could include things like:

- Consulting with children and/or young people about what's important to them, and this consultation shaping how your project 'works' and what it focuses on
- 'Play testing' or R&Ding your project with children and/or young people
- Children and/or young people's creative outputs being showcased through the project – for example, a project that supports young people to put on a theatre show, dance performance, or concert; to produce books, records, radio shows or podcasts; or to have their artwork publicly exhibited.
- Young people (aged 16-to-25) being employed on the project as staff members or freelancers
- Young people sitting on interview and/or commissioning panels to help make key decisions about your project

We don't have a 'one size fits all' approach to co-production, and there are lots of different ways children and/or young people can be involved in the planning and delivery of your activity. However, we would like you to be specific about what approach your project will be taking. If possible at this stage, it would also be good if you can name specific groups you're hoping to work with, or to be as clear as you can about the practical steps you will take to enable children and young people to get actively involved in the project.

Access and inclusion:

Please tell us about how you have planned to embed inclusivity into your activity proposal. This should include some of the practical actions you will take to help different people access and engage with your activity, and to remove barriers to participation (*max. 350 words*)

The panel are keen to know more about your understanding of, and response to, the different needs that your expected participants and audience members might have.

These might include needs relating to protected characteristics (age; disability; religion or belief; race; sex; gender reassignment; sexual orientation; marriage or civil partnership; being pregnant or on maternity leave).

They might also include other needs, such as being a young carer; being care experienced; being a refugee or asylum seeker; being homeless or at risk of homelessness; being a victim of or at risk of abuse; being in or at risk of being in the youth justice system; financial need; and others.

The panel are keen to see a clear and thoughtful consideration of the range of people who might engage with your activity, the barriers they might have to participation, and the clear, practical steps you will take to removing or reducing those barriers. It is really helpful if you can give specific examples of the actions you will take to try and help different people fully participate.

You could use this question to tell us things like:

- how you have consulted on or co-produced your activity with the people you are trying to reach
- how you will collaborate with other groups or organisations to support your project's inclusion (for example, community groups that support or represent your target audience)
- the diversity of the team organising the activity (e.g., your staff, freelancers and/or volunteers), and how this supports the inclusivity of your project
- practical steps you have taken to increasing the accessibility of your project (which could range from producing high-quality access guides, to booking BSL interpreters, to providing travel bursaries, to making ear defenders, stim toys or sensory spaces available – to many, many more possibilities!)
- ways you would like to further develop your approach to access and inclusion, including resources (including training) you would like to access

Atmosphere:

In up to five words or short phrases, please tell us what type of atmosphere you hope your activity will create.

Here you can give us the “feel” of your activity. Words the Youth Programming Panel have suggested you might use here include (but are very much not limited to!): calm; relaxing; inspiring; exciting; fun; welcoming; busy; jaw-dropping; unusual; vibrant; thrilling; one-of-a-kind; comforting; friendly. We hope this will give us a sense of your vision for your activity, and what it will feel like for a participant or audience member.

Audience engagement: How many people do you hope to reach with your activity?
It might be helpful to divide this number into ‘active participants’ (this would cover the number of people you expect to directly participate in things like creative workshops, performances, or sports events, as well as the young people involved in co-producing your activity) and ‘audience members’ (the number of people watching or visiting the festival, exhibition, installation, performance, or sports event you’re planning).
We know that some activities may only reach one of these audience segments (for example, you might be running a workshop programme that reaches active participants, but no audience members), and that’s fine!
Volunteering: do you anticipate that any volunteers will be involved in development and/or delivery of your activity? If so, how many do you estimate will be involved?
It is fine if your project doesn’t include volunteers (you won’t be “marked down” if it doesn’t!) – but if it does, we’d like to know!
Our Programme Coordinator, Sarah Williams, supports and coordinate volunteers involved with our activities. If you’d like any help from Sarah to recruit, train or support volunteers as part of your project, please let us know under the ‘Do you need any further support from the Children’s Capital of Culture team to deliver your idea?’ question.

PRACTICAL QUESTIONS
Location: please tell us the venue(s) or delivery location(s) for your activities, if you’ve decided them, and whether the venue booking is confirmed or not (<i>max. 100 words</i>)
It’s good at this stage if you have confirmed – or at least have a good idea of! – the venue(s) you will be using for delivery of your activity. If you’re not sure yet, that’s okay though: just let us know under the ‘Do you need any further support from the Children’s Capital of Culture team to deliver your idea?’ question that you’d like to work with us on finding and securing the perfect venue to deliver your activity!
Risk management: please outline any potential risks to the successful delivery of your activity, and how you intend to manage them (<i>max. 300 words</i>)
Please outline three or four key risks to the activity being successfully planned and delivered, and the practical steps you will take to manage these risks.
Safeguarding: please tell us about your track record of working with children and young people, and the measures you have put in place to help ensure children and young people are safe (<i>max. 350 words</i>)
This might include things like: <ul style="list-style-type: none"> Ensuring all staff working directly with children and young people (aged under 18) hold an appropriate level of DBS check, using the DBS eligibility guidance.

- Ensuring all staff working directly with children or young people have undergone training on both safeguarding procedures and EDI requirements that help ensure diverse children and young people are well-supported
- Telling us about training and development you and/or your team have undertaken, or plan to undertake
- Ensuring your proposal has an appropriate Designated Safeguarding Lead (DSL), or whether you'll bring in specialist support to provide this

Budget and finance: please give us an estimate of what you expect delivery of your proposal to cost, and how you expect to fund the project.

For now, it's helpful to us know your total estimated costs for delivering your project, and the funding source(s) that will enable your project to happen.

If your application is successful, then as part of our programme monitoring, we will require more granular information about your costs. Our team can work with you to help you gather this!

For your information (you don't need to worry about this yet!), we monitor spend for Children's Capital of Culture under the following spend profile categories:

1. Overheads, which includes staffing costs and operating costs such as marketing, evaluation, training and expenses.
2. Community engagement and co-production costs, which includes costs related to activities such as facilitators to deliver workshops, investing in community/ward-based development activities, and buying out time from local community organisations to support your work.
3. Skills, talent and inclusive growth, which includes any costs related to traineeships, young artist development schemes and paying young performers, internships, volunteering costs, and delivery of Arts Award and other qualification programmes.
4. Creative Learning, which includes activities in schools and education settings, family learning programmes, and early years activities.
5. Creative Health, which includes programmes specifically focused on supporting mental and physical health and wellbeing.
6. Festivals and Events includes all costs related to delivering large-scale public facing events, exhibitions, performances and activities.

Marketing and communications: if your project is approved, we'd like to start promoting it as soon as we can (and as soon as works for you!). As such, if you're ready to (it's okay if you're not yet!) please also send us: [\(optional answer\)](#)

- Two images (if possible) to promote your event, in both landscape and portrait format. These should be sent as separate attachments alongside your completed application form

100 – 150 words about your event

It's no problem at all if you're not at a stage yet to start promoting your event widely. We expect to receive proposals for ideas at lots of different stages at development, and know (and welcome!) individuals and organisations to approach us when they're still quite early in their planning journey. But if you are – let's hit the ground running!

An example of a previous event blurb is:

It's a world first! 'The World Beneath Our Feet' is a brand-new youth drama festival from Children's Capital of Culture. We've worked with four youth drama groups in Rotherham in its creation: Drama Kids, Brampton Youth Theatre, Green Man in Dalton and Breakout Arts. Each group will present a new work linked to themes of nature and the environment.

First up is Trash Planet by Drama Kids on October 25 at the Rotherham Civic theatre. An unforgettable show that tackles the Earth's climate change crisis. Trash Planet imagines an emergency summit of world leaders, who need to save the planet. Each one will reveal what they are going to help, but will everyone come together in time to solve the crisis? Join us to find out!

IMPACT QUESTIONS

Legacy: is this a one-off activity, or are you hoping to deliver it in future years? If you're hoping to deliver it again in the future, please tell us about how you're planning to make that happen. *(max. 350 words)*

We know that some amazing activities will happen during our 2025 festival year as incredibly special one-off events – and that's great! But we're also very focused on legacy, and as such we're committed to 75% of activities that have been started through Children's Capital of Culture to keep taking place after 2025.

This means it's fine if your activity will just be a one-off – but if you're hoping it'll happen again, we'd love to hear about it! In this case, you might want to tell us how you plan for your 2025 delivery to help the future sustainability of your activity. This could include things like:

This might include things like:

- The ability to test a new activity, to see if it works and is something you would like to deliver again in the future
- The ability to develop or expand an existing activity you deliver
- Learning more about working and co-producing with children and young people
- Learning more about the needs and interests of your local community, and how best to respond to them
- Learning more about something else

AND FINALLY...

Do you need any further support from the Children's Capital of Culture team

Optional comment box

to deliver your idea? What specific support do you need? And when?	
Anything else? Is there anything else you would like to tell us about your activity proposal? <i>(max. 200 words)</i>	<i>Optional comment box</i>
Policy attachments:	<p>To ensure we are running a safe, compliant, and well-managed festival, we require partners to share copies of key relevant policies, including their organisation's public liability insurance, safeguarding policy, equal opportunities statement or policy, health and safety policy, and GDPR policy.</p> <p>We do understand that freelancers won't have all these policies in place, so please contact the Children's Capital of Culture team on ccoc@rotherham.gov.uk in this case to chat through what's required, and how we can support you to ensure the safe and smooth running of your proposal.</p>