

ST. DAVID'S CATHOLIC COLLEGE  
COLEG CATHOLIG DEWI SANT

## INTERNAL USE OF WELSH POLICY

## **Internal Language Policy**

We are required to operate a policy on using Welsh for communicating within the college.

- Staff should indicate to People Services if their language preference to receiving correspondence relating to their employment which is addressed to him or her personally is Welsh. This will then be recorded for future reference.
- Most HR processes will be available in Welsh.
- Performance Management Policies and Procedures including Development Plans are available in both Welsh and English giving staff the opportunity to complete these in their preferred language.

## **Items sent to all staff or to large groups of staff**

These should be bilingual, within the same document with Welsh above or to the left of the English. These items include:

- All staff guidance
- Newsletters
- Notices (staff, office, vacancies, health and safety etc)
- Policies
- Forms
- E-mail messages or instructions to all staff or large groups of staff. E-mail titles should be bilingual and kept short. Standard e-mail messages e.g. office closed, parcel for delivery, are available on the intranet.
- Power Point Presentations

If it becomes necessary to create separate Welsh and English documents, they should be clearly titled and always sent out at the same time with a covering bilingual e-mail.

## **Items sent to small groups of staff**

These should be Bilingual, or according to the preferred language of all group members

## **Items sent to individuals**

These can be Welsh or English, depending on language preference/ability of recipient(s). Standard messages should be sent bilingually or in the language of choice.

## **Sending items bilingually internally**

Welsh speakers and learners are encouraged to use their Welsh writing skills by sending items bilingually whenever appropriate.

Bing/Word Translate software is already available within word for use by fluent Welsh speakers and learners for sending work internally. Further guidance and information on how to use

Bing/Word Translate can be found on the Translations page on the intranet, or contact the Translation Team for further guidance.

## **Internal meetings**

Wherever possible, staff should be offered a choice of language at internal meetings, in the same way as members of the public are offered choice of language at external meetings.

For large group meetings or all staff meetings, simultaneous translation service can be arranged. Please contact the translation service to arrange.

When translation facilities are not used, every meeting should be opened and closed bilingually. If Welsh language skills are available to provide informal translation, participants should be advised and encouraged that they are welcome to use their Welsh language skills. Power Point Presentations for attention of all staff or a large group of staff should be bilingual.

### **Health and Safety**

The accident and incident reporting portal is available for staff to use in Welsh or English for reporting incidents.

### **Training**

Training in Welsh is available in the following areas:-

- Recruitment and Interviewing
- Complaints and Disciplinary Procedures
- Induction
- Dealing with the Public
- Health and Safety
- Using Welsh effectively in meetings, interviews and complaints and disciplinary procedures

### **Complaints**

Staff who wish to complain are welcome to do so in Welsh or English, complaints received will be responded to in the preferred language of the complainant, any meeting conducted in relation to the complaint will be conducted in that same language. A fluent Welsh speaker will conduct the meeting where staff have expressed a wish for the meeting to be conducted in Welsh without the use of a simultaneous or consecutive translator.

### **Disciplinary Procedures**

Staff can respond in Welsh to allegations made against them in the internal disciplinary process. A language choice will be offered when arranging meetings to do with disciplinary processes, meetings in Welsh will be conducted without the use of a simultaneous or consecutive translation service.

For further information on this contact

Alwyn Lloyd

Room S7

[alloyd@stdavidscollege.ac.uk](mailto:alloyd@stdavidscollege.ac.uk)

# WELSH LANGUAGE STANDARDS

From 2021 St David's has a legal duty to comply with Welsh Language Standards to ensure that everyone has the right to communicate and receive services in Welsh. It is everyone's responsibility and as a member of staff there are number of things you must do. Go to the college intranet and look at the standards in every area. For advice and guidance contact [welsh@stdavidscollege.ac.uk](mailto:welsh@stdavidscollege.ac.uk) or ex



When we answer the telephone to internal and external calls, use a simple greeting such as Bore da, Prynawn da, Shwmae. If they want to continue the conversation in Welsh please transfer to a Welsh speaker in your department or ex. Whenever you publish the college telephone number add the line 'St David's Welcomes Calls in Welsh'.



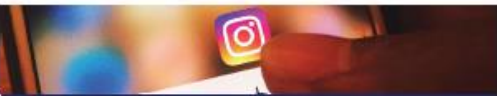
We ask people or organisations, whom we communicate with regularly, if they want to receive communications in Welsh. When we send information to those people, or to groups of people on behalf of the college, we do so in Welsh. When people communicate to us in Welsh, we respond in Welsh.



When we communicate via email we use bilingual email signatures and bilingual out of hours messages. Email [welsh@stdavidscollege.ac.uk](mailto:welsh@stdavidscollege.ac.uk)



When we invite external people to meetings, we ask them if they want the meeting to be conducted in Welsh. If they do, email [Welsh@stdavidscollege.ac.uk](mailto:Welsh@stdavidscollege.ac.uk) for a translator.



We are fully bilingual online, through our website, portals and social media. This means everything we post in English we will post in Welsh at the same time without delay. We respond to people in the language of their choice.



We publish and display bilingually. All noticeboards or notices displayed or publications sent externally will be bilingual, with Welsh placed first.

All members of staff have the right to request the following through the medium of Welsh; Meetings, Documents relating to employment, Training, Computer Software, Welsh lessons