



St David's
Coleg Catholig Dewi Sant
Catholic Sixth Form College

Mae'r ddogfen hon hefyd ar gael yn Gymraeg

This document is also available in Welsh

Welsh Language Policy

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1.0	29 /10/2025	Review of Welsh Language Policy	VP- CFO
1.1	27/11/2025	Approved by Audit and Risk Committee/VP-CFO	
1.2	16/01/2026	Minor amendments to clauses 1.1, 3.4, 3.5, 3.7 and 4.2 to correct typographical errors and improve clarity. No changes to scope or substantive content./VP-CFO	

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1. Scope and Purpose

1.1: Purpose

The purpose of this policy is to ensure that the College fulfils its statutory and moral obligations under the Welsh Language (Wales) Measure 2011 and associated Welsh Language Standards. It demonstrates the College's commitment to promoting and facilitating the use of the Welsh language and to treating Welsh no less favourably than English.

This policy seeks to:

- Embed bilingualism as a core value of the College and an integral part of its culture and identity.
- Ensure compliance with all applicable Welsh Language Standards and associated regulatory requirements.
- Provide clear expectations and guidance to staff and learners on the delivery and use of Welsh language services.
- Promote equality of opportunity and inclusion by enabling learners, staff and stakeholders to engage with the College in a language of their choice.

Through implementation of this policy, the College aims to create a positive, inclusive environment that encourages the active use of Welsh. It strengthens cultural identity and reflects the bilingual nature of Wales.

1.2: Scope

This policy applies to all staff, students, contractors, visitors and stakeholders of the College. The policy extends to a range of communication methods, internal and external including written, verbal, digital and visual materials ensuring that Welsh and English are treated equally and the rights of Welsh speakers are upheld in accordance with statutory requirements.

1.3: Links with related policies and procedures

This policy aligns with and support a range of college policies and procedures to ensure a unified approach to data and records management. It should be read in conjunction with:

- Equality, Diversity and Inclusion Policy
- Recruitment Policy
- Complaints, Concerns and Compliments Policy

1.4: Relevant legislation and regulatory frameworks

This policy is designed to comply with key legislation, regulatory frameworks and government and industry guidance including:

- Welsh Language (Wales) Measure 2011
- Welsh Language Standards
- Equality Act 2010

- Guidance issued by the Welsh Language Commissioner

2. Definitions

2.1: Welsh Language Standards

The legal duties set out under the *Welsh Language (Wales) Measure 2011* that require organisations to provide services through the medium of Welsh, treat Welsh no less favourably than English, and promote the use of the Welsh language.

2.2: The College

Refers to St David's Catholic College and includes all staff, learners, contractors, governors and visitors engaged in its activities.

2.3: Welsh Language Commissioner

The independent statutory body established to promote and facilitate the use of the Welsh language, and to ensure compliance with the Welsh Language Standards through monitoring, investigation and enforcement.

3. Policy Statement

3.1: Communications

St David's Catholic College welcome calls in Welsh to our main line and any caller may choose to continue their call in Welsh.

Correspondence, such as letters and e-mails, received in Welsh will be answered in Welsh without undue delay.

When the College issues communications to a group, we will do so bilingually and give equal treatment to both languages.

3.2: Public Meetings & Events

Invitations to public meetings or events will ask whether attendees wish to use Welsh; if so, interpretation/translation will be provided.

Materials for public meetings and events will be available bilingually.

3.3: Documents, Publications & Advertising

Published documents, forms, invitations and advertisements, covered by the Standards, will be available in Welsh and English.

If separate versions are produced (Welsh and English), it will be clearly stated that another language version is available.

3.4: Digital & Online Presence

The College website and other online presence will be fully bilingual. Social media channels will be maintained separately in English and in Welsh, and updates and content will mirror each other.

Welsh-language contact via social media will receive a Welsh-language response without delay.

3.5: Workplace & Recruitment

Applicants may apply, interview and correspond with the College through the medium of Welsh or English.

Staff will be offered a choice to receive employment-related documentation, training and support through the medium of Welsh

The language policy will be considered in staff inductions and relevant training.

3.6: Learning Environments

The College application and enrolment processes will be available in Welsh and English.

Learners have the right to access services relating to their course in Welsh, including applying for a course, submitting work, being assessed and receiving support and guidance in Welsh.

Learners may receive their certificates of achievement in Welsh if they wish.

The College will encourage learners to develop their Welsh-language skills and recognise the value of bilingual skills for employment and further study.

3.7: Environment & Signage

Any new or temporary signage on College premises will be bilingual, with Welsh given prominence.

Reception will provide a bilingual service; staff who can speak Welsh will be identifiable e.g. by lanyard or badge.

3.8: Monitoring, Reporting & Complaints

The College will monitor our compliance with the Welsh Language Standards regularly and maintain evidence of compliance to respond to any request from the Welsh Language Commissioner.

An annual report will be published outlining compliance, progress against action plans, any standards not met, and any complaints received in relation to Welsh-language services.

The College is committed to providing Welsh-language services in accordance with the Welsh Language Standards. Where the service provided does not meet the expected standard, concerns may be raised through the College's established complaints procedures to enable appropriate corrective action to be taken. In addition to the College's internal processes, complaints may also be submitted directly to the Welsh Language Commissioner.

4. Responsibilities

4.1: Senior Leadership Team

Members of the Senior Leadership Team, specifically the Vice Principal & Chief Financial Officer and the Director of Policy, Assurance and Compliance, are accountable for overseeing and reporting on the College's Welsh Language Standards compliance.

4.2: Welsh Translator

The appointed staff member responsible for Welsh translation, and supporting the senior leaders responsible by coordinating compliance activity, and acting as the key point of contact for Welsh language matters

5. Equality and Welsh Impact Assessment Statement

5.1 An Equality and Welsh Language Impact Assessment has been completed and it has been determined that there is an overall positive impact on these areas.

6. Communication and Storage

6.1 This policy will be published to staff on the 'Every' platform.

6.2 This policy will be published to students, parents, guardians and other stakeholders on the college website.

6.3 This policy will be available in Welsh.