

# **YR HEN YSGOL, DINAS**

## **BI-LINGUAL LANGUAGE POLICY**



### **AIMS**

Yr Hen Ysgol Dinas's aim is to follow good practice under the Welsh Language Act 1993 and this policy applies to all our activities.

The Welsh Language Act 1993 set up the Welsh Language Board, with the duty of promoting the Welsh language and ensuring compliance throughout the public sector. It also gave all Welsh speakers the absolute right to speak Welsh in courts under all circumstances.

The Welsh Language Measure 2011 placed a duty on public bodies to provide services in Welsh. It has created a new Welsh Language Commissioner with enforcement powers in order to protect the rights of Welsh speakers to access services in Welsh. This will ensure that the Welsh language has official status in Wales.

There are duties on bodies to use the Welsh language, and these rights can be enforced to enable Welsh speakers to use the language in dealings with public sector organisations and the services they provide.

When new organisational policies, practices or initiatives are introduced we will make sure they facilitate and further what we promise to do in this Policy. Integral to the delivery of our services will be the raising of a meaningful awareness of the Welsh language and ensure that the linguistic diversity in Dinas Cross and the surrounding areas is recognised in all facets of the activities of Yr Hen Ysgol Dinas as well as encouraging and promoting the use of the Welsh language and recognising the heritage of Wales.

### **OUR WELSH LANGUAGE POLICY PRINCIPLES**

We have adopted the Welsh Language Act principle that the Welsh and English languages should be treated on a basis of equality. Both languages will enjoy the same status and validity.

This Policy sets out the steps we are taking to implement in our activities.

We are trying to:

- ♣ adopt the same aims and professional standards in providing a service in Welsh and in English, wherever possible,
- ♣ enable our users and participants, wherever possible, to use Welsh as freely as English in dealing with us, and ensure that users are informed up-front that they have a choice of language when using Yr Hen Ysgol or seeking information and advice,
- ♣ make people aware of the need to consider the use of Welsh in their events and activities at Yr Hen Ysgol

We are taking this commitment seriously, and adopting a pro-active approach to language choice, wherever possible. In contact with users of the facilities of Yr Hen Ysgol, this means offering language

choice, and trying our best to deliver it. This will involve us in consolidating the use of Welsh in our activities.

## **USERS OF YR HEN YSGOL DINAS**

Users of Yr Hen Ysgol are welcome to address their enquiries through the medium of Welsh or English. A bilingual notice will be displayed in the reception area to make it clear to users that they can deal with the organisation in either language. We will endeavour to ensure, as far as practicable, that an enquiry or engagement can be managed through the medium of Welsh

We will make every effort to ensure material on doors, walls, notice boards, display racks, shelves and tables in our reception and communal areas and corridors will be visibly bilingual. This includes fixed and temporary signs and notices, posters, literature and so on. If others want us to display their material, we will ask them to provide it bilingually.

## **LETTERS, E-MAILS AND DOCUMENTS**

We welcome letters and other written correspondence such as social media in Welsh and in English. We will endeavour to answer any correspondence, whether written or through social media in the language used by the customer/user. We will also seek to include in correspondence originated by our trustees, whether in English or in Welsh, will, in future, include a bilingual footnote indicating that the recipients may respond in either Welsh or English, according to their preference. Any subsequent replies to responses received will be in the language of those responses.

## **ACTIVITIES AND USAGE OF YR HEN YSGOL**

Those attending receptions, public meetings, organised activities or events will be encouraged and welcome to contribute through the medium of Welsh or English, and this will be made known in any material issued by the Trust.

The provision of translation services will be based on logistics, demand and cost effectiveness. Welsh speakers should be present to welcome attendees and deal with any queries.

Where we can, we will use Welsh ourselves and will encourage others to do the same.

## **OUR PUBLIC FACE**

Our corporate identity will be fully bilingual. Our name, contact details and other standard information will appear in Welsh and English. We have recently upgraded and modernised our website and the next stage of the process will be to replicate the website in Welsh.

Signage should be bilingual and the Trust will undertake an annual audit to identify any material which does not meet the Trust's Welsh Language policy.

On our bilingual signs, the Welsh and English text will be treated equally with regard to size, legibility and prominence. If separate Welsh and English signs are provided, they will be equal in terms of

format, size, quality and prominence. The above will apply to all types of signs, including electronic signs.

## **MANAGING AND SUPPORTING OUR POLICY**

This is a Trust policy, approved by the Trustees of Yr Hen Ysgol Dinas. We will coordinate and review its implementation as part of our ongoing activities. We will monitor and quality-assure our activities through the medium of Welsh as part of our arrangements.

We will annually review our compliance and progress with implementation, and assess whether we can develop our Welsh language activity further. Where more can be done, we will review the Policy wording and move forward.

*The policy was adopted at a meeting of the Trustees of Yr Hen Ysgol on 15<sup>th</sup> January 2024 and will be reviewed at least every 2 years*