|  |  |
| --- | --- |
|  | **Welsh language policy** |
| |  | | --- | | Agreed by on  Date for next check: | | |
|  | Wales has two main languages, Welsh and English. |
|  | All Wales People First believes both languages are important. |
|  | We believe it is important to use clear, plain Welsh and English. |
|  | At the moment, All Wales People First uses English as its main language. |
|  | In future, we want to do all our work bilingually. Bilingually means in two languages. |
|  | We will look for funding and other things to help us offer more services bilingually. |
|  | When we apply for grants, we will include money to do the work in Welsh and English. |
|  | When we plan our work, we will think:   * what needs to be done in Welsh, * what needs to be done in English * what needs to be done bilingually |
|  | We will: |
|  | * support staff to have Welsh awareness training. |
|  | * give staff the chance to learn and use more Welsh |
|  | * have a Welsh Language Champion to make sure we remember to think about Welsh and English when we plan our work |
|  | * give a badge or lanyard to staff who are happy to use Welsh at work |
|  | * When needed, we will use a qualified translator when we translate from English to Welsh |
|  | * reply in Welsh to letters or emails we receive in Welsh |
|  | * say (bilingually) on our headed paper and emails that people can write to us in Welsh or English |
|  | * have a list of people in All Wales People First who can speak and write in Welsh |
|  | * Whenever possible, we will communicate bilingually on Facebook and Twitter. |
|  | When we organise public meetings, we will advertise them bilingually. |
| C:\Users\Alan\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Headphones_06a31b22-63db-4dca-8b0e-022142e5cc73_1024x1024.png | If more than 20% of the people coming to a public meeting want to use Welsh, we will arrange translation. If we can’t afford translation headsets, we will ask someone to translate people’s questions and answers. |
|  | We have made sure that our logo is bilingual. |
|  | We will do our best to provide all printed information for the public in Welsh and English. If we can’t, we will write down the reason why. |
|  | Our website will let people choose Welsh or English. |

|  |  |
| --- | --- |
|  | Every year, we will review: |
|  | * our list of staff, members and Board members who can speak, read and write in Welsh |
|  | * what we have done to encourage more people to use Welsh |
|  | * how we are doing at following this policy |