



## Welsh Language Policy

### Contents

Section number	Heading	Page number
1	Purpose	1
2	Processes and procedures	1
3	Responsibility of staff	1
4	Responsibility of OMF	2
5	Scope of policy	2
6	Costs	2
7	Associated Policies	2
8	Policy changes	2
9	Policy dates	3

### 1. Purpose

To offer a service of equal standing to Welsh and English speakers

- 1.1. Recognise that some of our Volunteers and clients are bilingual
- 1.2. Ensure that our clients feel welcome and can chose to speak Welsh, especially whilst being treated and socialising with us and other clients
- 1.3. We will endeavour to produce bilingual material wherever practicable
- 1.4 We will encourage the use of the Welsh language as appropriate

### 2. Processes and procedures

- 2.1 Ensure that recruitment process of staff and volunteers is inclusive of Welsh speakers e.g. job advertisements
- 2.2 As appropriate, job descriptions to articulate ability to understand and/or speak Welsh as essential, desirable or not required
- 2.3 Provide all policies and procedures in Welsh if requested

### 3. Responsibility of staff

- 3.1 On registration, check with new clients their preferred language regarding communication and treatment
- 3.2 When required signpost people to Welsh speaking staff members and Therapists

#### **4. Responsibility of OMF**

- 4.1 Aim to recruit some Welsh speaking Therapists and Trustee
- 4.2 Compile and communicate list of Welsh speaking staff
- 4.3 Provide language awareness training for staff
- 4.4 Provide 'Working Welsh' badges and posters, especially at events

#### **5. Scope of policy**

- 5.1 Applies to our visitors, clients, volunteers and paid staff on a needs basis
- 5.2 Where practical we will endeavour to publish information bilingually e.g. leaflets and this policy
- 5.2 Is limited by the financial resources available to a small charity without core funding

#### **6. Costs**

- 6.1 Training – staffing time and resources to deliver and/or provide information
- 6.2 Printing costs to publish material bilingually

#### **7. Associated Policies**

Data Protection

Disclosure and Baring Services

Equality & Diversity

Health & Safety

Lone and Remote Working

Risk Management

Safeguarding Vulnerable Adults

Volunteer

#### **8. Policy changes**

Reason for change	Section changed	Date changed	New version number
Out of date	All	13 March 2019	v2

**9. Policy dates**

Trustee approval	
Review date	3 years forward unless agreed sooner

**Signed by .....****Date.....**

**Name printed.....Position in organisation.....**