## KNUCKLAS COMMUNITY CENTRE CHARITY

# WELSH LANGUAGE POLICY

## **BACKGROUND:**

The Hall is in a traditionally English speaking part of Wales, and is a very short distance from England. There are only one or two native Welsh speakers in the village, and very few non-native speakers. Our volunteers will inevitably be English speaking (with rare exceptions) but are encouraged to become fluent in Welsh.

# **POLICY:**

We will ensure that we are

- offering the public the right to choose the language to use in their dealings with the organisation;
- recognising that members of the public can express their views and needs, better in their preferred language;
- recognising that enabling the public to use their preferred language is a matter of good practice, not a concession;
- recognising that denying people the right to use their preferred language could place them at a real disadvantage.

#### **STRATEGY:**

Our publicity, including our web site, will be either bi-lingual or available in two forms. Press releases etc. will be in the language(s) of the recipient organisation.

Events and activities open to the public will endeavour to offer Welsh speaking guides when requested.

Communications received in Welsh will be answered in the same language, wherever possible. Inevitably time will be needed to arrange for translation in most cases, and in case of urgent matters an English reply may be necessary.

Internal and public meetings will be in the language of the majority at the meeting, unless agreed otherwise by the meeting. Interpretation will be provided where requested in advance.

Internal reports etc. will be available in Welsh on request.

Signs and displays etc. will be bi-lingual wherever possible and suitable.

## NOTES

KCC has no dedicated office and the telephone contact number is the home number of an officer, who has no Welsh skills. Calls received from Welsh speakers will be dealt with in English until a Welsh-speaking contact can be arranged.

Publicity, including press releases etc. will be bilingual or in the appropriate language.