



WELSH LANGUAGE POLICY STATEMENT & GUIDELINES

Principle:

Interlink recognises that Welsh is one of the official languages of Wales. We appreciate that some member organisations, and others with whom we work, would prefer to deal with us through the medium of the Welsh language. Interlink is committed to considering the use of Welsh in every aspect of our work. The use of Welsh will always be to the same standard as the use of English. We will clearly state that Welsh language materials are available.

Guidelines for the use of the Welsh language:

1. Printed materials

- Leaflets, information sheets and forms will be available in both languages, on request.
- Articles appearing in Interlink publications, such as the Annual Report and the Link will be made available in Welsh, on request.
- Materials included in mail outs that target all the membership and which have been produced by Interlink will be made available in Welsh, on request.
- Job adverts in the printed media will be bilingual.
- When any material, produced by Interlink, is being designed - consideration will be given to the layout of the two languages. The Welsh and English will be equal in size and quality of print.
- Interlink's logo and our headed paper will be in a bilingual format.
- Correspondence with individuals and organisations should be in their chosen language. Welsh language correspondence (by letter, e-mail etc.) will be answered in that language. Email signatures/footers are not usually in Welsh but can be produced in Welsh if required, or at the staff member's discretion.
- Interlink will distribute training information in Welsh, on request. When feasible (dependent on numbers of trainees) we will organise appropriate Welsh medium courses.
- Interlink's website contains details of its services which includes static pages in Welsh

Printed materials deemed to be for INTERNAL use only e.g. the agenda, minutes and accompanying papers of meetings, action plans, policy documents and internal guidance, will not normally be available in Welsh but can be produced in Welsh on request.

2. Verbal Contact

- Specific networks and forums administered by Interlink will assess the need for simultaneous translation, via meeting booking forms, and decide whether they should be provided on the basis of level of demand.
- We will also assess the need, via booking forms, for Welsh translation at Interlink events such as the Annual General Meeting and Volunteer Awards Ceremony.
- When translation facilities are provided it will be noted at the beginning of the meeting that Welsh medium contributions are welcomed.
- Telephones will be answered with a bilingual greeting. Answer phones will carry the same message in both languages.
- The appropriate members of staff will deal with queries in Welsh.
- Interlink will provide a Welsh medium service to potential volunteers
 - Interviewing potential volunteers can be done in Welsh or English.
 - Every effort will be made to ensure that those wishing to use their Welsh language skills whilst volunteering may do so.
- Interlink will review the Welsh language skills of current staff; assess any gaps in our services, and consider Welsh language skills requirements, as appropriate, when recruiting staff. Staff members will be supported to learn and use Welsh and training will be made available.