**Welsh Language Policy**

**1. General Statement**

We at Gwent Wildlife Trust respect the Welsh language as a vital part of our national heritage, as an official language of Wales and as an important part of all our prospects here. Ours has not historically been a bilingual organisation but we are committed to changing that and are embarking on a programme to bring more Welsh into our activities. Organisation-wide change cannot be achieved overnight, so we appreciate the patience of our Welsh-speaking members and visitors. Our long-term goal is to create a fully bilingual organisation.

**2. Public Image**

**Brand** - Our official logo is bilingual, and we make sure that this is used on all our products, including signage, online presence, staff uniform and publications.

**Signage** - Apart from our logo, not all our signage is currently bilingual. As signage is replaced or new signage is commissioned, we will ensure that replacements are bilingual, with the Welsh language positioned so that it is likely to be read first. Temporary signs or warning signs to indicate a hazard may not be bilingual unless they are to be displayed for more than five working days.

**Printed Materials** - We currently produce a large amount of printed material such as guides and informative leaflets, some of which are currently bilingual. We are assessing these publications to identify priorities and translation will be an integral part of the production process for new publications, where it is possible to do so.

**3. Website and Digital Services**

**Website** - Our website is partly bilingual and contains a large amount of information. We are in the process of translating it all. Priority is given to webpages for funded projects that are required to be bilingual under the Welsh Language Measure 2011 standards. Our website now contains a translate button, so webpages that are already bilingual can be read in Welsh by pressing the ‘Cymraeg’ icon at the top right of the screen. Over time, we will translate the entire website.

**Social Media** - Our social media presence is predominantly monolingual English now, although where project resources allow, we are posting in Welsh as well as English. As our in-house Welsh-language skills grow we will be introducing more Welsh.

**4. Staff, volunteers, training and recruitment**

**Staff and Volunteers** - We regularly conduct a skills survey to identify which Welsh-language skills presently exist among our employees and volunteers. All staff and volunteers will be provided with the appropriate “Iaith Gwaith” badge or lanyard to indicate that they will be able to converse in Welsh at some level; electronic versions of the orange “speech bubble” will also be added to the email signatures of staff where relevant. A new Welsh Translator volunteer role has been created to encourage Welsh speaking volunteers to help us translate our work.

**Training** - Following on from our skills survey, we are putting in place a training programme to enable staff to acquire/improve Welsh-language skills, and this will be supported by internal efforts to encourage staff to practise their skills on a regular basis. The long-term aim of this is to build capacity within the organisation to be able to provide a bilingual service to the public.

**Recruitment** - We have added Welsh-language skills to our job description forms and our volunteer registration. We will assess any new posts that become available and advertise them as “Welsh desirable” as appropriate; we will make it clear on all job advertisements that applications in Welsh will be welcomed but that interviews will be conducted in English.

**5. Correspondence**

**Face-to-face** - All Welsh-speaking staff will be clearly identifiable through their orange “Iaith Gwaith” badges or lanyards. All staff and volunteers will be encouraged to use a bilingual greeting and will be enabled to use at least basic courtesy Welsh, including being able to pronounce names of people and places.

**Telephone -** Training will be given to enable all staff to be able to answer the telephone bilingually. Once there is in-house capacity to be able to offer a full response in Welsh this will be made clear.

**Email ­**- We will ensure that all staff have a bilingual signature to their email messages, including incorporation of the “Iaith Gwaith” logo where appropriate. Once there is in-house capacity for staff to correspond in written Welsh, this will be made clear in the email signature.

**Media and PR** – We proactively engage with Welsh language media where possible and our stories have featured in Welsh language publications and other outlets. In time, we hope to increase our presence in Welsh media.

Our Wild About Gwent magazine will now feature occasional Welsh language articles. As our Welsh language ability increases so will the number of Welsh language articles and features.

**Welsh Language Enquiries** – For any queries relating to our Welsh Language Policy and activities please contact Robert Magee on 01600 740600 or rmagee@gwentwildlife.org

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