

Brighter Futures

Welsh Language Policy | Polisi Iaith Gymraeg



Welsh Language Policy

Brighter Futures regards the Welsh and English languages with equal importance and believes that all who make contact the organisation have the right to do so in Welsh or English, whichever is their chosen language. The reality for our charity is that communicating in Welsh is an area for improvement that is continually being worked on.

This policy operates in conjunction with our other policies, we will work to improve our ability to ensure that all who contact us can do so in either language.

Publicity and promotional material

Events organised by Brighter Futures will be advertised and promoted bilingually as far as feasibly possible. Bookings for events at our facility will be advertised and promoted in the language in which the material is supplied by the hirer.

Although Brighter Futures will endeavour to provide all printed materials bilingually, we will consider environmental impact and may make judgements on whether to provide material in whichever language is appropriate. In this case, people will be asked to specify in which language they would prefer to receive material.

Vacancies for employment and volunteering

Where financially and practically feasible, we will ensure that press notices and media releases will be issued bilingually.

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Written correspondence

Brighter Futures welcomes written correspondence in Welsh or English and the response will be made in the language of the original correspondence. Where the correspondence is bilingual the reply will be made in the language choice of the person responding.

Correspondence with individuals or specific groups may be bilingual or in the language Brighter Futures believes is preferred by the recipient.

Corresponding through the medium of Welsh may lead to delay, every effort to minimise this delay will be made by the responder.

Verbal communication

Visitors or callers to the organisation will be greeted in the preferred language of the member of staff but enquiries in Welsh or English will be welcomed. Procedures are in place to ensure that calls received in Welsh are dealt with effectively in Welsh.

Staff will be encouraged to use Welsh and Brighter Futures will encourage and support staff who wish to improve their language skills.

Corporate identity

Brighter Futures is committed to upholding its bilingual public image and corporate identity. This includes its address, logo, visual identity and any other standard information used on stationery, e-mails, websites, publicity materials, etc.

Websites

Brighter Futures website will be bilingual except where content has been provided by an outside agency. This may be in Welsh or English only although contributors will be encouraged to submit information bilingually.

1 Cyflwyniad

1 Introduction

Rydym yn cydnabod fod Mesur y Gymraeg (Cymru) 2011 yn rhoi statws swyddogol i'r Gymraeg a ni ddylid trin y Gymraeg yn llai ffafriol na'r Saesneg.

We acknowledge the fact that under the Welsh Language (Wales) Measure 2011 the Welsh language has official status, and should be treated no less favorably than the English language.

Rydym yn credu ei bod yn arfer busnes dda i gynnig gwasanaethau yn newis iaith ein cwsmeriaid. Rydym hefyd yn credu ei fod yn dangos parch tuag at ein gweithlu i annog a hwyluso eu dewis iaith yn y gweithle.

We believe that it is good business practice to provide services in the language of choice of our customers. We also believe that it shows respect to our workforce to encourage and facilitate the use of their chosen language in the workplace.

Byddwn yn sicrhau ein bod yn gwneud cynnydd parhaol tuag at yr uchelgais hwn. Mae'r Polisi Iaith Gymraeg hwn yn datgan ein hymrwymadau presennol wrth ddefnyddio'r Gymraeg a hefyd, lle'n briodol, yn gosod targedau i ddatblygu ein defnydd o'r Gymraeg.

We will ensure that we make constant progress towards achieving this ambition, and this Welsh Language Policy sets out our current commitments in relation to using Welsh and also, where appropriate, sets targets to help us develop our use of Welsh.

Dylid dehongli hyd a lled ein hymrwymadau yn y polisi hwn mewn ffordd resymol - maent yn gyfyngedig i weithgareddau a gwasanaethau yng Nghymru neu sydd wedi eu darparu i bobl sy'n byw yng Nghymru, a hefyd maent yn gyfyngedig i weithgareddau a gwasanaethau yr ydym yn medru eu rheoli neu ddylanwadu arnynt.

The scope of our commitments in this policy should be interpreted reasonably - they are limited to activities and services in Wales or which are delivered to people living in Wales, and also limited to activities and services which we are able to control or influence.

Cyfeiriwch unrhyw sylwadau neu gwynion am y polisi hwn at:

Please direct any comments or complaints about this policy to:

Ymddiriedolwyr

Trustees

Dyfodol Disglair, 34 Fford Wellington, Y Rhyl, Sir Ddinbych LL18 1BN

Brighter Futures, 34 Wellington Road, Rhyl, Denbighshire LL18 1BN

01745 798350

01745 798350

hello@brighterfuturesrhyl.co.uk

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2 Delwedd Gyhoeddus	Ticiwch y blwch Tick the box <input type="checkbox"/>	2 Public Image
2.1 Arwyddion parhaol		2.1 Permanent Signs
<ul style="list-style-type: none"> ○ Mae pob arwydd parhaol yn gwbl ddwyieithog 	x	<ul style="list-style-type: none"> ○ All our permanent signs are fully bilingual
2.2 Arwyddion dros dro		2.2 Temporary Signs
<ul style="list-style-type: none"> ○ Mae pob arwydd dros dro yn gwbl ddwyieithog 	some	<ul style="list-style-type: none"> ○ All our temporary signs are fully bilingual
2.3 Enw Corfforaethol		2.3 Corporate Name
<ul style="list-style-type: none"> ○ Mae ein brand corfforaethol yn gwbl ddwyieithog 	x	<ul style="list-style-type: none"> ○ Our corporate brand is fully bilingual
2.4 Papur Pennawd		2.4 Stationery
<ul style="list-style-type: none"> ○ Mae ein papur pennawd yn gwbl ddwyieithog 	some	<ul style="list-style-type: none"> ○ Our stationery is fully bilingual
2.5 Cardiau Busnes		2.5 Business Cards
<ul style="list-style-type: none"> ○ Nid oes gennym gardiau busnes ar hyn o bryd 	x	<ul style="list-style-type: none"> ○ Our business cards that are fully bilingual
3 Gwefan a Gwasanaethau Digidol		3 Website and Digital Services
3.1 Gwefan		3.1 Website
<ul style="list-style-type: none"> ○ Mae ein gwefan yn ddwyieithog 	x	<ul style="list-style-type: none"> ○ Our website is bilingual
3.2 Gwasanaethau Digidol		3.2 Digital Services

Nid ydym yn cynnig gwasanaethau digidol ar hyn o bryd



We currently do not offer digital services in Welsh

3.3 Cyfryngau Cymdeithasol		3.3 Social Media
<ul style="list-style-type: none"> ○ Nid ydym yn cynnig gwasanaethau cyfryngau cymdeithasol ar hyn o bryd Gymraeg 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not offer social media services in Welsh
4 Hysbysebu a Marchnata		4 Advertising and Marketing
4.1 Hysbysebu trwy ddarlledu		4.1 Broadcast Advertising
<ul style="list-style-type: none"> ○ Nid ydym yn hysbysebu trwy ddarlledu ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not use broadcast advertising
4.2 Hysbysebu yn y Wasg Gymreig		4.2 Advertising in the Welsh Press
<ul style="list-style-type: none"> ○ Nid ydym yn hysbysebu yn y wasg Gymreig ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not advertise in the Welsh press
4.3 Hysbysebu Recriwtio		4.3 Recruitment Advertising
<ul style="list-style-type: none"> ○ Mae ein hysbysebion recriwtio yn ddwyieithog 	some	<ul style="list-style-type: none"> ○ All our recruitment advertising is bilingual
4.4 Hysbysebu Awyr Agored (Byrddau Arddangos a Cherbydau)		4.4 Outdoor Advertising (Billboards and Vehicles)
<ul style="list-style-type: none"> ○ Nid oes gennym hysbysebion awyr agored ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not have any outdoor advertisements
4.5 Cyhoeddiadau Print		4.5 Printed Publications
<ul style="list-style-type: none"> ○ Mae pob cyhoeddiad print yn gwbl ddwyieithog 	most	<ul style="list-style-type: none"> ○ All our printed publications are fully bilingual
4.6 Deunydd Arddangos a Marchnata		4.6 Exhibition and Marketing Materials
<ul style="list-style-type: none"> ○ Nid oes gennym unrhyw ddeunydd arddangos a marchnata ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not have any exhibition and marketing materials

4.7 Negeseuon wedi eu recordio a Chyhoeddiadau Sain		4.7 Pre-recorded Messages and Audio Announcements
<ul style="list-style-type: none"> ○ Mae pob neges wedi ei recordio yn gwbl ddwyieithog 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ All our pre-recorded audio messages are fully bilingual
4.8 Pecynnu		4.8 Packaging
<ul style="list-style-type: none"> ○ Nid oes gennym unrhyw becynnu ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not have any packaging
4.9 Prisio, Derbynebaw a Thocynnau		4.9 Pricing, Receipts and Ticketing
<ul style="list-style-type: none"> ○ Nid oes gennym unrhyw brisiau, derbynebaw na thocynnau ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not have any pricing, receipts or ticketing
5 Cyfathrebu		5 Communication
5.1 Olrhain Dewis Iaith		5.1 Tracking Language Choice
<ul style="list-style-type: none"> ○ Nid ydym yn cofnodi nac yn olrhain dewis iaith ein cysylltiadau busnes ar hyn o bryd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We currently do not record or track the language choice of any business contacts
5.2 Cyfathrebu Wyneb yn Wyneb		5.2 Face to Face Communication
<ul style="list-style-type: none"> ○ Er mwyn sicrhau ein bod yn gallu darparu gwasanaeth iaith Gymraeg ar unrhyw adeg, rydym yn sicrhau bod o leiaf un aelod o staff sy'n medru siarad Cymraeg ar gael ym mhob gweithle lle bydd cyswllt â'r cyhoedd 	basic	<ul style="list-style-type: none"> ○ In order to ensure that we can offer a Welsh language service at all times, we ensure that there is at least one member of staff able to speak Welsh in any workplace where there is contact with the public
5.3 Cyfathrebu dros y Ffôn		5.3 Telephone Communication
<ul style="list-style-type: none"> ○ Rydym yn ateb galwadau ffôn â chyfarchiad dwyieithog 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We answer calls with a bilingual greeting
<ul style="list-style-type: none"> ○ Mae pob aelod o staff yn gallu adnabod a derbyn galwad yn Gymraeg gyda chwrteisi 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Every member of staff is able to recognise and handle a Welsh language call with courtesy

5.4 Gohebiaeth (Papur ac Electronig)		5.4 Correspondence (Paper and Electronic)
<ul style="list-style-type: none"> Rydym wastad yn ysgrifennu at bobl yn ddwyieithog neu yn eu dewis iaith 	☐	<ul style="list-style-type: none"> We always write to people bilingually or in their preferred language
<ul style="list-style-type: none"> Rydym yn derbyn gohebiaeth yn Gymraeg neu Saesneg 	X	<ul style="list-style-type: none"> We accept correspondence in Welsh or English
<ul style="list-style-type: none"> Rydym wastad yn ateb yn Gymraeg i lythyrau a dderbyniwyd yn Gymraeg neu pan fydd rhywun yn gofyn i ni wneud hynny 	X	<ul style="list-style-type: none"> We always reply in Welsh when we are replying to letters received in Welsh or when we have received a request to do so
5.5 Ffurflenni a Dogfennau Cyfrif		5.5 Forms and Account documents
<ul style="list-style-type: none"> Mae pob ffurflen a dogfen gyfrif yn gwbl ddwyieithog neu yn newis iaith y derbynnydd 	☐	<ul style="list-style-type: none"> Every form and account document is fully bilingual or in the recipient's choice of language
6 Staff a'r Gweithle		6 Staff and the Workplace
6.1 Asesu Anghenion Sgiliau Iaith wrth Recriwtio		6.1 Assessing Language Skills Requirements when Recruiting
<ul style="list-style-type: none"> Rydym yn ffurfiol yn asesu pa sgiliau iaith Gymraeg sydd eu hangen ar gyfer pob swydd yn ein sefydliad 	☐	<ul style="list-style-type: none"> We formally assess what level of Welsh language skills are required to perform each role in our organisation
6.2 Cofnodi a Datblygu Sgiliau Iaith ein Staff		6.2 Recording and Developing our Staff's Language Skills
<ul style="list-style-type: none"> Rydym yn cadw cofnod anffurfiol o sgiliau iaith Gymraeg rhai aelodau o staff 	X	<ul style="list-style-type: none"> We keep an informal record of the Welsh language skills of certain employees
<ul style="list-style-type: none"> Rydym yn cydnabod na ddylai'r Gymraeg gael ei thrin yn llai ffafriol na'r Saesneg yng Nghymru 	☐	<ul style="list-style-type: none"> We acknowledge that in Wales, the Welsh language should be treated no less favourably than the English language

<ul style="list-style-type: none"> Rydym yn cefnogi staff sydd am wella eu sgiliau iaith Gymraeg, ac yn galluogi iddynt dderbyn hyfforddiant yn annibynnol 	<input type="checkbox"/>	<ul style="list-style-type: none"> We support staff who want to improve their Welsh language skills, and enable them to receive training independently
6.3 Cyfathrebu Mewnol		6.3 Internal Communication
<ul style="list-style-type: none"> Rydym yn cydnabod rhyddid pob aelod o staff a'n cwsmeriaid i ddefnyddio'r Gymraeg gyda'i gilydd, yn unol â Mesur y Gymraeg (Cymru) 2011, a disgwylwn i staff barchu dewisiadau ieithyddol eu cydweithwyr a'r cwsmeriaid 	<input type="checkbox"/>	<ul style="list-style-type: none"> We recognise that each member of staff and customer has the freedom to use the Welsh with each other, as enshrined in the Welsh Language (Wales) Measure 2011 and we expect staff to respect the linguistic preferences of their colleagues and customers
6.4 Cyhoeddiadau Mewnol		6.4 Internal Publications
<ul style="list-style-type: none"> Nid oes gennym gyhoeddiadau mewnol 	<input type="checkbox"/>	<ul style="list-style-type: none"> We do not have any internal publications
6.5 Meddalwedd yn Gymraeg		6.5 Welsh language software
<ul style="list-style-type: none"> Rydym yn gosod rhyngwyneb Cymraeg ar gyfer unrhyw feddalwedd y mae ein staff yn ei ddefnyddio sydd â rhyngwyneb Cymraeg cydnabyddedig 	<input type="checkbox"/>	<ul style="list-style-type: none"> We install a Welsh language interface for any software used by our staff which has a recognised Welsh language interface
6.6 Arweiniad		6.6 Leadership
<ul style="list-style-type: none"> Byddwn yn sicrhau bod y polisi hwn yn cael ei gefnogi ar y lefel uchaf o fewn ein sefydliad 	<input type="checkbox"/>	<ul style="list-style-type: none"> We will ensure that this policy is supported at the highest level in our organisation
6.7 Ymwbyddiaeth		6.7 Awareness
<ul style="list-style-type: none"> Bydd y polisi hwn ar gael yn gyfleus i'r cyhoedd ei ddarllen 	<input type="checkbox"/>	<ul style="list-style-type: none"> This policy will be conveniently available for the public to read
<ul style="list-style-type: none"> Bydd polisi hwn ar gael yn gyfleus i'n staff ei ddarllen 	<input type="checkbox"/>	<ul style="list-style-type: none"> This policy will be conveniently available for our staff to read
<ul style="list-style-type: none"> Bydd y polisi hwn yn ymddangos ar ein gwefan erbyn 21.02.14 		<ul style="list-style-type: none"> This policy will appear on our Website by 21.02.24

6.8 Adolygu		6.8 Review
<ul style="list-style-type: none"> ○ Byddwn yn asesu ac yn adolygu'r polisi hwn o leiaf pob tair blynedd 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We will assess and revise this policy at least every three years
<h2>7 Gwasanaethau wedi eu darparu ar ein rhan</h2>		<h2>7 Services delivered on our behalf</h2>
<ul style="list-style-type: none"> ○ Rydym yn sicrhau fod pob gwasanaeth sydd wedi ei ddarparu ar ein rhan gan contractwr neu drydydd parti yn cydymffurfio â'r polisi hwn 	<input type="checkbox"/>	<ul style="list-style-type: none"> ○ We ensure that every service delivered on our behalf by a contractor or third party complies with this policy