Clwb Hwyl Hwyr

Cynllun Iaith Gymraeg
Welsh Language Policy

This voluntary Scheme was prepared in accordance with the document "As good as our words" and the Welsh Language Board guidelines under the Welsh Language Act 1993.

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Introduction

CLWB HWYL HWYR

Clwb Hwyl Hwyr is a youth club for 5-14 year old children in Prestatyn and the surrounding area. The club's aim is to give children the opportunity to enjoy activities and to socialise through the medium of Welsh outside school (*Ysgol y Llys, Prestatyn; Ysgol Dewi Sant, Rhyl; Ysgol Mornant, Picton; Ysgol Tremeirchion, Tremeirchion;* Ysgol Bodelwyddan; Bodelwyddan, Ysgol Mair, Rhyl etc)

The club was established in September 2009 and, by June 2010, there were 70 members (68 from Welsh schools) and 15 volunteers. Our aim is to strengthen the club by continuing to expand and extend its reach into the communities and villages around Prestatyn. The Welsh language is the most important aspect of the club, and the aim is to extend to the children and young people of the area the opportunity to use the Welsh language outside the school gates. The intention is also to improve the community's understanding about the Welsh language and the people who speak it. Currently, only 15.6% of Prestatyn's residents speak Welsh.

The Club is a not-for-profit organisation and is run by volunteers.

What does the Club provide?

Clwb Hwyl Hwyr is based on three sites:

- Rehoboth Chapel, Prestatyn - Years 1 - 3
- Nant Hall Church, Prestatyn - Years 4 - 6
- The Pop In Centre, Prestatyn - Years 7 - 9

The club runs once a fortnight on Monday evenings between 6 and 7.30 pm. The three groups are held concurrently. The club will prepare appropriate programmes of activities which include sports, drama, art, crafts and trips.

This revised verison of the scheme outlines how Clwb Hwyl Hwyr will continue to be run in Prestatyn based on the principle that the Welsh and English languages are treated on an equal basis. The club council is responsible for providing activities, developing and

implementing policies. This voluntary scheme is relevant to all Clwb Hwyl Hwyr activities, to all club staff [15], and to direct volunteers who work/provide services to the club.

1. GENERAL PRINCIPLES

1.1 The Welsh and English languages will be treated on an equal basis when undertaking business in Wales.

1.2 Any printed words produced in Welsh and English will be of the same size, equally legible and equally noticeable in all material produced.

1.3 Materials will be published bilingually (i.e. in both langauges within the same document) as far as is reasonably practical. Where this is not possible, publications will be available in English and Welsh as separate publications and they will be distributed at the same time.

1.4 Exhibition materials will be in both languages.

1.5 Welsh and English materials will be of the same professional standard at all times.

1.6 This revised scheme is supported by awareness training for club volunteers by Estyn Llaw.

1.7 Policies

- Policies will promote and facilitate the use of the Welsh language.
- Clwb Hwyl Hwyr will consult with the Welsh Language Board beforehand about any proposals which will affect this Scheme. The Scheme will not be changed without the prior consent of the Welsh Language Board.

2. EXTERNAL CONTACTS

2.1 WRITTEN CORRESPONDENCE

- Clwb Hwyl Hwyr welcomes correspondence in Welsh and English. All written correspondence is responded to in the same language as the original correspondence.
- The response times for both languages will be the same.
- Clwb Hwyl Hwyr will set up a database of those people who want to correspond with the club through the medium of Welsh.
- Standard letters will be bilingual.
- All Clwb Hwyl Hwyr e-mail messages and headed paper will bear a bilingual standard statement stating that corresponce in Welsh and English will be welcomed.

2.2 SPOKEN COMMUNICATION

- The club welcomes communication in Welsh and and the Welsh language will be given priority within the club.
- Clwb Hwyl Hwyr is committed to ensuring that those people who wish to communicate through the medium of Welsh when dealing face-to-face with a member of staff/volunteer can do so.
- The club phone is answered bilingually, with the Welsh language spoken first.
- Following a Welsh phone conversation, all subsequent correspondence, whether written or spoken, will be through the medium of Welsh or bilingually, should this be the caller's preference.

2.3 MEETINGS (INTERNAL)

- The club's internal meetings will be provided through the medium of Welsh.
- All publicity for meetings will invite those attending to inform the club committee of their preferred language. This wil be carried out in plenty of time so that appropriate translation arrangements can be made for non-Welsh speakers.
- Where a translation service is not provided, this will be explained beforehand, and a reason given.

2.4 OTHER MEETINGS (PUBLIC)

- Contributions in public meetings held by Clwb Hwyl Hwyr are welcomed in both English and Welsh. This is stated clearly in the notifications which support or advertise the meeting.
- All publicity in public meetings will be bilingual, and those people attending the meeting are invited to notify Clwb Hwyl Hwyr of their preferred language. This will be undertaken in a timely fashion so that translation arrangements can be made for non-Welsh speakers.
- Translation facilities will be available as appropriate in order to hold public meetings in both languages. The local Mentrau Iaith hire out translation equipment.

2.5 PRINTED MATERIAL

- All material released to the public will be bilingual, and all leaflets and information about club events and meetings will be published in both languages.
- All the materal will be translated by professional translators. Staff who speak Welsh or the Welsh Language Board Contact Line can be used to provide succinct translations of urgent correspondence and to proof-read documents where this is mentioned in their job description.

2.6 SIGNAGE

- Clwb Hwyl Hwyr's signs will respect the principle of equality, with the Welsh above or before the English.

2.7 MEDIA

- Clwb Hwyl Hwyr will offer a bilingual service to the media on paper and orally.

2.8 ELECTRONIC COMMUNICATION AND THE WEBSITE

- Clwb Hwyl Hwyr information will be available in Welsh and English on the Clwb website.
- Clwb Hwyl Hwyr will circulate its e-mail correspondence to club members in Wales bilingually.
- Email correspondence received in Welsh will be responded to in the same language.
- Clwb Hwyl Hwyr headed paper and email signatures will include a note at the end welcoming correspondence in Welsh or English.
- Members of the public can search for information through the Clwb Hwyl Hwyr website in Welsh and in English.
- Clwb Hwyl Hwyr acknowledges that the best way of providing the two languages is to offer a choice of language on all pages with parallel versions available.
- All new web-based reports, documents and forms will be available bilingually and all versions are easily available to download. All Welsh and English materials and provision are consistent, current, correct and of the same quality and prominence.

3 INTERNAL ADMINISTRATION

3.1 STAFF AND RECRUITMENT

- In order to fulfill the club's aim, all members of staff/volunteers must be Welsh speaking or Welsh learners.
- All advertisements for jobs or volunteers will be published in Welsh, with a succinct explanation in English.

3.2 TRAINING AND DEVELOPMENT

- This scheme will be an integral part of the induction training for new members of staff/volunteers.

3.3 WORKING IN PARTNERSHIP

- The club works in partnership with various services/organisations in three sectors.
- When Clwb Hwyl Hwyr is a strategic and financial leader within a partnership, it will ensure that the services provided to the public comply with the Welsh Language Scheme.
- When Clwb Hwyl Hwyr joins a partnership where another organisation is the leading partner, Clwb Hwyl Hwyr's input within the partnership will comply with the Welsh Language Scheme and Clwb Hwyl Hwyr will encourage other parties to comply.
- When Clwb Hwyl Hwyr joins a partnership or establishes a partnership, it will question its potential partners about their Welsh Language Schemes, their language policies or about their methods of operating bilingually. In any partnership, Clwb Hwyl Hwyr will offer advice and support to the other partners (e.g. Denbighshire Menter Iaith).

4 FUNDING

- The Scheme is provided through a combination of incorporating expenditure within the establishment's core activity and fund raising with the intention of supplementing the core funds available with grants, trusts, events and donations.

5 IMPLEMENTATION AND MONITORING

5.1 IMPLEMENTATION

- The Scheme will be an integral part of our planning activities and our projects.
- The Clwb Hwyl Hwyr committee will ensure that all members of staff are aware of the implications to their work as a result of the Scheme, and will understand these implications. The Clwb Hwyl Hwyr committee in Wales will be have general responsibility for the Scheme
- The Clwb Hwyl Hwyr committee will monitor the policy annually and will present an annual report to the Welsh Language Board.
- In its third year after the Scheme's implementation, Clwb Hwyl Hwyr will prepare a comprehensive evaluation report which will assess and evaluate its performance with regard to implementing the Scheme during those three years.
- At this point, Clwb Hwyl Hwyr will review and update its Welsh Language Scheme.

5.2 MONITORING

- The following indicators will be used to measure implementation:
- The percentage of publications from Wales which are published bilingually (target 100%)
- The percentage of correspondence in Welsh responded to in Welsh (target 100%)
- The number of staff receiving trianing (100% of staff whose job profiles specify that the ability to communicate bilingually is essential)
- The number of phone calls in Welsh responded to fully in Welsh

5.3 COMPLAINTS

- Clwb Hwyl Hwyr welcomes suggestions from its staff and from its service users on how to improve its Welsh Language Scheme. All suggestions should be referred to the committee and will be considered during the monitoring process.
- All complaints regarding the implementation of the Scheme will be treated in accordance with the Clwb Hwyl Hwyr complaints procedure. Any complaints will be referred to the Clwb Hwyl Hwyr committee.

5.4 PUBLICISING THE SCHEME

- Clwb Hwyl Hwyr will continuously draw the Welsh Language Scheme to the attention of the public, the Welsh Language Board, members and users. It will ensure that people who are involved with Clwb Hwyl Hwyr are aware of its scheme and its contents. Bilingual copies of the Scheme will be available on the Clwb Hwyl Hwyr website.

5.5 Scheme Implementation

Guide	Completed	If not, When?	Action
Name of Organisation	X		-
Headed Paper etc	X		-
Translation	X		ALL
Signage	X		COMMITTEE
Adverts	X		COMMITTEE
Media	X		COMMITTEE
Magazines/Newsletters	X		COMMITTEE
Promotional Material	X		COMMITTEE
Competitions	X		ALL
Phone	X		COMMITTEE
Meetings	X	Offer Welsh Meeetings every time	-
Committee Meetings	X	Through the medium of Welsh	ALL
Minutes/Agenda	X		Secretary
Circulars	X		ALL
Service	X		ALL
Evaluation and Monitoring	X	Continuously	COMMITTEE
Audit and Language Strategy Development	X	Continuously	COMMITTEE

Any person wishing to discuss this Scheme with Clwb Hwyl Hwyr should contact:

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