



ATHROFA PADARN SANT  
ST PADARN'S INSTITUTE

**St Padarn's  
Welsh Language Scheme**

**Th Welsh Language Scheme was approved by the  
Welsh Language Commissioner**

**22/01/2020**

## 1. Introduction

St Padarn's Institute is the Training Arm of the Church in Wales. It's responsible for the formation and training of disciples and candidates for ministry throughout Wales. It also collaborates works in partnership with Cardiff University and the University of Wales Trinity St David's to provide postgraduate theological courses e.g MTh Chaplaincy, MTh Theology (Biblical Studies) and MTh with a specialism in Children, Young People and families.

In addition the Institute endeavours to be an impetus to research and reflection on Welsh theology and mission, as well as being a part of the wider theological thinking and learning of the church across denominational and national boundaries.

St Padarn's is a community rather than a college in a traditional sense. It is a community of formation for mission, working in partnership with bishops, dioceses and local church communities. All that is rooted in deepening spirituality as well as to allow God to form us into people of faith, hope and courage, sustained and inspired in prayer.

### **Vision**

To serve God's transforming mission of love for Wales by being a community focused on mission-orientated formation and training for the whole people of God.

Main objectives / values and how the Welsh language fits in with them

### **Values**

A community that is:

- Outward looking
- Spiritual
- Learning
- Changing
- Courageous

A community which seeks to serve:

- Local communities
- The Church in Wales
- Welsh speakers and English speakers alike

- The whole of Wales
- People from whatever background and at any stage in their discipleship and ministry

## **2. Statement**

St Padarn's Institute has adopted the principle that its work within Wales will treat Welsh and English languages equally. We believe that offering services with respect to an individual's choice of language can make a significant difference to the experience of the individual. We wish to encourage people who interact with St Padarn's to feel comfortable using their preferred language. We will provide our service bilingually wherever practical and appropriate.

The purpose of this Scheme is to outline how St Padarn's will implement the principle of providing Welsh language service to our service users. The scheme will explain how we will implement, and when we are hoping to achieve the aims set out in this document. Learning from experience will play a large part in the implementation of the scheme and we will endeavour to improve and adapt it regularly, in order to offer the best service to our service users.

## **3. Planning and Delivering Services**

### **3.1 New policies and Initiatives**

Any new policies and initiatives will promote and facilitate the use of the Welsh language where possible and ensure equality. We will endeavour to ensure that staff and volunteers are aware of the requirements and expectations of the Welsh Language Scheme.

When St Padarn's create new policies we will fully consider the Welsh Language Scheme and its objectives. The Principal will be responsible for ensuring that any new developments respect the commitments made in the scheme.

### **3.2 Delivery of Services**

The aim is to provide a service of a high standard as stated in our commitment to this Scheme. The standard of the bilingual service will be reviewed regularly, with the aim of continually improving the standards.

As outlined in the timetable, St Padarn's Institute will work towards the provision of a comprehensive service in Welsh and English by:

- ensuring that all staff/volunteers are aware of implications Welsh Language Scheme
- encouraging service users to feel comfortable using Welsh by making use of the available resources, for example, Working Welsh badges and posters
- finding reliable translation services of a high standard to ensure that all relevant material is translated quickly and reliably.

## **4. Communicating with the Welsh Speaking public**

### **4.1 Written Communication**

#### **Written correspondence including e-mails**

- St Padarns welcomes correspondence in Welsh and English
- Every letter received in Welsh will be answered in Welsh
- We will work towards ensuring that any correspondence received in Welsh will be answered within the same time as any English correspondence.
- St Padarn's Headed Paper will include a bilingual statement noting it welcomes correspondence in Welsh and English
- Where the language preference of the individual is not made obvious, for instance in standard letters, the written correspondence to the public within Wales will be bilingual.

### **4.2 Telephone Communications**

People are welcome to speak with St Padarn's in Welsh or English over the phone. Every call will be answered with a bilingual greeting:

"Bore da, good morning St Padarn's"

"Prynhawn da, good afternoon St Padarn's"

If a member of staff is unable to offer a bilingual service, they will explain this and offer to transfer the individual to a Welsh speaking staff member in order to continue the conversation in Welsh. If a Welsh speaking member of staff is not available the staff will offer that a Welsh speaking member of staff can call them back or they can continue the conversation in English.

St Padarn's Institute will have an internal staff directory listing those who are Welsh speaking and are a happy to answer Welsh phone calls. See attached list Appendix 2

### **4.3 Face to face**

St Padarn's Institute has undertaken to ensure that those who wish to have face-to-face contact with a Welsh-speaking member of staff/volunteer will be able to do so. This may not always be possible, but we will encourage and train Welsh-speaking staff/volunteers to make the most of their language skills.

#### **4.4 Public meetings and events**

Notices of all meetings and conferences will be bilingual and include a statement that the choice to speak Welsh or English will be respected. Any exhibitions and presentations will be bilingual and St Padarn's Institute will encourage everyone to respect the principle of equality.

Welsh speaking staff will wear Welsh in work badges in order to highlight their language skills to Welsh speakers.

### **5. Corporate Image**

#### **5.1 Corporate Identity**

St Padarn's Institute's Corporate Identity will be entirely bilingual including the name of the organisation. The logo and the address will be seen clearly on headed paper, printed material and throughout the building.

Both languages will be equal in terms of size, format, quality and prominence.

#### **5.2 Signage**

When updating signage St Padarn's is committed to the provision of bilingual signage and they will be equal in size, format, quality and prominence. This will include all signs on buildings and offices. The Welsh will appear above or in front of the English.

### **6. Publications**

#### **6.1 Documents**

Every printed document such as posters, reports and annual reports, press releases will be bilingual, either back to back or in Welsh and English in two separate documents.

Any current information that is updated will be printed bilingually. If we charge a cost for these items then the Welsh version will not be more expensive than the English version.

Any staff, consultants, designers or printers will receive a copy of our guidelines on how to work with bilingual publications. We will consider asking volunteers / staff to offer support when working with bilingual publications. We will ensure that the Welsh Content is of a high standard and is tailored to the audience.

## **7. Press releases**

Press releases will be produced bilingually. Interviews will be conducted in Welsh where possible.

## **8. Websites and Information Technology**

Members of the public will be able to access information through the St Padarn's Institute website in Welsh and English. There will be a language button on the top of each page in order to give an obvious language preference to people. The website will be updated in Welsh at the same time as the English.

When planning or redeveloping websites or any other Information Technology service, we will consider the Welsh Language Commissioner's guidelines: 'technology, websites and software: Welsh language considerations.

In order to help staff and volunteers work through the medium of Welsh, IT software such as the Cysgliad dictionary, and To Bach will be available on computers. Welsh-language versions of Microsoft Windows and Office will also be available to staff and volunteers who wish to use them. Staff will be able to have access to these by requesting them through the Communications and Welsh Resources Co-ordinator or the IT department.

## **9. Implementing the scheme**

### **9.1 Staffing**

St Padarn's Institute will assess what language skills are necessary in each workplace and for each core activity in order to implement this scheme. Job descriptions will include a clause noting that the ability to communicate in Welsh is essential or desirable.

St Padarn's institute will review language skills of its staff annually and update this information in the internal staff directory.

- a) In order for staff to make use of their language skills
- b) And to recognise any shortage of language skills in each team

Any shortage of language skills will be resolved through future staff recruitment or by further training for current staff.

Any vacancies will be advertised bilingually on the St Padarn's website, Church in Wales website and other job sites such as Lleol.net, Golwg, Recruit3, Big Issue and Christian Jobs.

## **9.2 Learning Welsh**

### **Welsh Courses**

St Padarn's Institute will encourage and support staff who wish to learn Welsh and support Welsh speaking staff who wish to improve their language skills. We will raise awareness of Welsh courses available through the Centre for Learning Welsh.

Welsh-speaking staff and volunteers will encourage other staff who are learning Welsh to speak Welsh in the workplace. St Padarn's Institute will pay for any courses which they are able to complete during work hours.

St Padarn's Institute will also encourage non-Welsh speaking staff to make use of the language during events, such as worship, prayer groups etc and will provide useful Welsh phrases or sentences for use.

## **9.3 Marking Assignments**

As stated in St Padarn's marking policy candidates have a right to submit their assignments in Welsh. If it is not possible to mark assignments in Welsh the process is as follows:

- The work will be sent to an external translator to translate
- Following receipt of the translation, a copy will be sent to the candidate to check the language and check that it reflects the original.
- Once received back from candidate, the original Welsh versions and English version will be sent to a marker and then checked by a second marker.
- The work will be returned in the same timescale as an English language submission.

## **10. Implementation and Monitoring**

### **10.1 Monitoring**

The Principal, the Director of Operations and the Communications and the Welsh Resources Co-ordinator will monitor the implementation of the scheme in accordance of the timescales attached and will feedback to St Padarn's Council.

The scheme will be reviewed and updated every three years in consultation with the Welsh Language Commissioner.

### **10.2 Complaints and Feedback**

We will ensure that people are made aware of the Welsh language scheme and that they can access it via the website. Any complaints with regards to the Welsh language will go to the Communications and Welsh Resources Co-ordinator and then follow our complaints procedure.

## **11. Advertising and raising awareness of the scheme**



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The scheme will be available on the St Padarn's website.

A section on implementation against the Welsh Language Scheme will be included in our annual report. Sessions will be held at All Staff meetings so that staff are aware that they see what the scheme will mean for them and their work.



<b>Area of work</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timetable</b>
<b>3.1 New Policies and Schemes</b>	Ensure that the Welsh language is taken into consideration when forming new policies and schemes.	Principal	Continually
<b>3.2 Provision of Services</b>	Ensure that staff wear Welsh for work badges. Display posters encouraging the use of Welsh where appropriate	Angharad / Kathryn	By 2020
<b>4. Communicating with the Welsh speaking public</b>	Add a sentence to our e-mail signature stating that we welcome correspondence in Welsh and English.  Create a stock of Bilingual Out of Office Sentences for staff	Angharad to create e-mail signature and send out to staff  Angharad	By October 2019  By October 2019
<b>4.2 Communicating on the Telephone</b>	Ensure that the Support Services staff greet people on the phone bilingually.  Create a list of Welsh speaking members of staff for people that are unable to answer in Welsh to be able to transfer them.	Ffion / Angharad	Immediately
<b>4.3 Face to Face</b>	Ensure that there are Welsh speaking staff available for face to face communication if someone requests to speak Welsh.  Wear Welsh for Work badges to ensure that people are aware of who speaks Welsh.	Angharad	Continually



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	Create an internal contact list of Welsh speaking staff for Support Services		
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<b>Area of work</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timescale</b>
<b>4.4 Meetings and Public Events</b>	Conferences and Residentials offer some Welsh already during prayers, services and from visiting guest speakers.	Manon / Lyn Relevant co-ordinator and tutor	Continually
	To continue ensuring that Welsh is considered when arranging events.	Manon / Angharad Relevant co-ordinator and tutor	Continually
	Ensure that staff wear working language badges and encourage others to use their Welsh language skills instead of English	Angharad	By October 2019
<b>5. Corporate Image</b> <b>5.1 Corporate Identity</b>	Name, address and logo is already bilingual in and signs and business cards.	Angharad	Continually
<b>5.2 Signage</b>	Signage inside the building are bilingual. Ensure that when signs are replaced that they are all bilingual and equal in size and Welsh first.	Angharad / Siân	By Ionawr 2020
<b>6. Publications</b>	Posters, forms and annual reports and any press releases are bilingual		Continually
	A large number of our forms are available bilingually. We are working towards having all available in the future.	Angharad / Manon Co-ordinators and relevant Tutors	By August 2021
<b>7. Press Realeases</b>	All press releases will be bilingual	Principal / Angharad	Continually
<b>8. Websites and Information Technology</b>	The website is bilingual	Angharad	Continually
	Our Social Media pages are bilingual		



<p><b>9. Implementing the scheme</b></p> <p><b>9.1 Staffing</b></p>	<p>Job descriptions will state if Welsh language skills are desirable or essential</p> <p>Job vacancies will be advertised on Welsh job websites such as Golwg and Lleol.net as well as other websites such as Christian Jobs and Recruit 3</p>	<p>Kathryn / Jeremy</p>	<p>Continually</p>
<p><b>9.2 Learning Welsh</b></p> <p><b>9.3 Submitting Welsh assignments for TFL</b></p>	<p>Staff are encouraged to learn Welsh and St Padarn's will pay the cost of courses. Ensure that staff are aware of this. Raise awareness of courses available to Learn Welsh through the National Centre for Learning Welsh. Candidates have the right to submit assignments in Welsh in line with St Padarn's Marking Policy The work will be returned within the same time as an English submission.</p>	<p>Angharad / Manon</p> <p>Manon</p>	<p>By Augusts 2020</p> <p>Continually</p>
<p><b>10. Implementing the scheme</b></p> <p><b>10.1 Monitro</b></p> <p><b>10.2 Cwynion ac Adborth</b></p>	<p>The scheme will be monitored and adapted every three years.</p> <p>Any complaints regarding the Welsh language will go to the Welsh Resource and Communications Coordinator and will then follow St Padarn's complaints policy.</p>	<p>Angharad / Manon / Kathryn</p> <p>Kathryn /Manon</p> <p>Angharad</p>	<p>By August 2022</p> <p>Continually</p>
<p><b>11 Publicising the scheme</b></p>	<p>The scheme will be shared with internal staff and will be available to download on the website.</p> <p>Hold awareness sessions with staff at All Staff meeting so that staff understand what it means for them, obligations etc.</p>	<p>Angharad</p>	<p>October 2019</p>



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## **Appendix 2 - Welsh Speaking Staff**

Revd Dr Manon Ceridwen James

Revd Dr Trystan Owain Hughes

Ffion Parry

Angharad Gaylard