



BWRDD YR IAITH
GYMRAEG • WELSH
LANGUAGE BOARD



Welsh Language Scheme for Funky Dragon The Children and Young People's Assembly for Wales

Prepared in accordance with the Welsh Language Board's guidelines under
the Welsh Language Act 1993

This Welsh Language Scheme was approved by the
Welsh Language Board on 23/12/2008.

Statement of Principle

Funky Dragon adopts the principle that in the conduct of its work the English and Welsh Languages will be treated on the basis of equality. This scheme sets out how Funky Dragon will give effect to that principle when providing services to the public in Wales.

This scheme incorporates many of the current working practices of Funky Dragon in serving the public and in particular children and young people in Wales. The scheme also includes some new initiatives and is a formalisation of the commitment that Funky Dragon has towards the Welsh language.

Funky Dragon will promote the Welsh language through its activities and forums and will encourage Welsh speakers to use the Welsh language more and more in their day to day lives.

About Funky Dragon

Funky Dragon is the Children and Young People's Assembly for Wales. The organisation was established as a charity in 2004. Funky Dragon's main aim is to provide an opportunity for 0 – 25 year olds to get their voices heard on issues that affect them. One of the most important things about Funky Dragon is that it is peer led organisation. Funky Dragon is a way for young people in Wales to speak directly to the Welsh Assembly Government and other policy-makers. Funky Dragon aims to promote the rights of children and young people to participate in decisions that affect them and encourage active citizenship in Wales at local and national levels. In order to fulfil these aims the organisation follows the following objectives:

- To undertake consultations with children and young people around relevant policies, strategies and initiatives and to pass on the outcomes to the relevant people.
- To work with local forums and other participation based organisations and groups to ensure effective participation of children and young people.
- To provide links with similar organisations in England, Scotland and Northern Ireland, with relevant UK wide bodies, in Europe and beyond.
- To participate in monitoring and reporting processes around the UN Convention on the Rights of the Child in Wales
- To work in partnership with the Assembly in exchanging information, developing accessible briefing and in planning and running annual gatherings
- To provide information and training materials to support consultations with children and young people.
- To maintain regular contact with children and young people particularly through the Funky Dragon website.

Young people have been involved in setting up the organisation since the beginning and this has continued to be central to its development. To do this we work with local authority wide youth forums as well as other local and national organisations to get representatives for our grand council. The Grand Council meets with Welsh Assembly Government Ministers and Officials on a regular basis to put across the views of children and young people in Wales.

The Grand Council is made up of 100 young people aged 11-25 from across Wales;

- 88 are from local authority youth forums. There are 22 local authorities in Wales which means that each youth forum/council has got space for four reps. 1 person representing the youth forum/council (called a statutory rep), 1 person representing a voluntary organisation (eg guides, scouts, BTCV, St John's Ambulance etc), 1 person representing a school council (that is, they are also on their own school council) and 1 person representing equality (from a hard to reach group e.g juvenile justice, have been homeless, looked after, young carer etc)
- There are 12 spaces for co-options, these are spaces that are non specific so can be taken by any 11 to 25 year old providing they represent a national organisation and were voted on at the AGM

So each local authority has at least four representatives. Members can stay on the Grand Council for a maximum of two years. From the 100 members of the Grand Council, eight young people are also on the management committee, four under 18 and four over 18.

Funky Dragon staff are based in offices in Swansea and Wrexham, but cover the whole of Wales.

Responsibility for implementing the Welsh Language scheme in Funky Dragon will rest with the Chief Executive.

1. Providing a bilingual service

Welsh and English are the official languages of Funky Dragon. Funky Dragon is committed to providing an equally high standard of service in Welsh and English. Funky Dragon's priority will be to young people with regards to the standard and grammar of the language used.

1.1 Funky Dragon's work and projects

Funky Dragon is committed to ensuring that both languages are given equal consideration in all its activities. Funky Dragon works towards reflecting the linguistic pattern of the community.

2. Delivery of services

2.1 New policies and initiatives

When Funky Dragon plans and formulates new policies or initiatives, it will assess the linguistic consequences, ensuring they meet the commitments of this scheme.

New initiatives and policies adopted will promote and facilitate the use of Welsh whenever possible and move the organisation closer to implementing the principle of equality at every opportunity.

All staff will be made aware of the requirements of the Welsh Language Scheme and Funky Dragon's responsibilities under the Welsh Language Act 1993.

2.2 Provision of services

Services provided by Funky Dragon are under the management of the Chief Executive. Developing and maintaining the delivery of services bilingually is also the responsibility of the management committee.

Funky Dragon will deliver its commitment to providing an equally high standard of service in Welsh and English by;

- Making sure that Welsh speaking staff are identifiable
- Making sure that the Grand Council database identifies Welsh speaking Grand Council members
- Providing training and guidance to staff and young people to facilitate the implementation of the scheme. Language awareness training packs and DVDs are available from the Welsh Language Board.
- Promoting bilingual working in its offices and service delivery. Resources are available from the Welsh Language Board to assist this. For example 'iaith gwaith' badges, posters and CDs.
- Identifying high quality and reliable translations services in order to ensure that all relevant material is translated quickly and reliably. Translators can be sourced at www.Welshtranslators.org.uk

2.3 Standard of Welsh service

Funky Dragon welcomes dealings in Welsh and English and aims to provide an equal standard of service in both languages.

Funky Dragon aims to deliver a high standard of service in every aspect of its public work in accordance with its commitments in this scheme. The standard of this service will be subject to regular review, with the aim of continually improving the standard. Funky Dragon will provide an annual report to the Welsh Language Board detailing the progress of the scheme.

3. Dealing with the public

3.1 Written Correspondence

- Funky Dragon welcomes correspondence in writing either in Welsh or in English.
- All replies from Funky Dragon will be in the language of the original correspondence.
- Correspondence will be made in Welsh following face-to-face or telephone communications in Welsh, unless the person has requested otherwise.
- Funky Dragon's aim is to ensure that corresponding through the medium of Welsh will not in itself lead to delay.

- When Funky Dragon initiates correspondence with a member of the public, organisation or group it will do so bilingually unless the recipient's language of choice is already known as Welsh or English only.
- Funky Dragon will develop and maintain a database of those who wish to receive their communication with Funky Dragon in Welsh.
- Circular letters, standard letters and newsletters will always be produced bilingually.

3.2 Telephone communication

- Funky Dragon welcomes telephone calls in Welsh and English.
- Office telephone numbers will be answered bilingually. If the staff member does not speak Welsh he/she will explain and offer to transfer the caller to a proficient Welsh speaker.
- If there is no Welsh language speaker available to deal with the enquiry the caller will be given the option of having the call returned by a Welsh speaker as soon as possible or continuing the call in English.
- Guidance for handling telephone calls from Welsh speakers will be circulated. Guidance can be found at appendix 6 of 'As Good as Our words' available from the Welsh Language Board website under the heading 'Advice for Voluntary Organisations'

3.3 Electronic communication

- Funky Dragon welcomes electronic correspondence, e-mail or fax, either in Welsh or English.
- Electronic correspondence will be answered in the language of the original correspondence.
- Correspondence via email will be handled on the same principles as written correspondence.
- All e-mails will carry a bilingual signature and disclaimer.
- E-mail out of office replies will be bilingual.

3.4 Meetings and events

Funky Dragon organises meetings and events with a wide range of organisations and groups. These include: Statutory and public sector organisations, Voluntary organisations, Community groups, Children and young people. Funky Dragon actively encourages the use of Welsh at young people events.

- Those attending national and regional conferences arranged by Funky Dragon will be welcome to contribute through the medium of Welsh or English.
- When Funky Dragon arranges workshops, training courses, conferences and similar events it will assess the need to provide them in Welsh through providing a clear statement on all publicity material that attendees are welcome to communicate through Welsh or English. All registration forms will include a section for language choice to be noted.
- When a public meeting is organised by Funky Dragon interpreting or translation facilities for non-Welsh speakers will be arranged if necessary.
- All publicity for events will be produced bilingually.
- All materials used at events will be produced bilingually including displays and media presentations.

4. Funky Dragon's Public image

4.1 Corporate Identity

- Funky Dragon has adopted a fully bilingual corporate identity; both languages will be equal in terms of size, format, quality, legibility and prominence.
- All official letter heads, compliment slips, fax covers, press releases, email signatures and business cards used by Funky Dragon are bilingual.
- The Funky Dragon logo is bilingual
- All internal and external signs within Funky Dragon's property will be bilingual with the size, format, quality, legibility and prominence of text respecting the principle of equality.

4.2 Publishing and printed materials

Funky Dragon aims for all its published documents, forms and explanatory notes to be completely bilingual in one document. If it is necessary, for any reason, e.g. size of document, targeted audience, for Funky Dragon to publish Welsh and English versions separately, they will be published at the same time.

When publications are published separately the price to purchase a Welsh and English version together will not be greater than the price of purchasing an English or Welsh version only. Where forms and explanatory notes are published separately, users may have a Welsh and/or English copy.

All computers in Funky Dragon will be equipped with Welsh fonts.

All staff responsible for designing and publishing Funky Dragon publications will be issued with guidance. Guidelines for bilingual design can be found at www.bwrdd-yr-iaith.org.uk/cynnwys.php?cID=&pID=109&nID=18&langID=2

4.3 Press releases

All Funky Dragon press releases or statements to the media will be completely bilingual, and it will be the aim to release them at the same time.

4.4 Website

- Funky Dragon's website will be fully bilingual in Welsh and English
- Material published on the Funky Dragon website will appear in Welsh and English and will be posted at the same time whenever possible. If, on the occasion that both the Welsh and English content is not posted simultaneously, then the English content will appear along with a note to inform users of when the Welsh page will be available.
- When designing new websites or redeveloping the existing website Funky Dragon will take into account the Welsh Language Board's guidelines on website design.

4.5 Advertising and publicity

Where Funky Dragon publicises its services and activities within Wales by means of exhibitions and displays, it will do so bilingually. When these activities are held by Funky Dragon, or in its name, the display material and any supporting material such as

advertisements, posters, publicity literature and video tapes, will be fully bilingual. An exception will be activities that are aimed towards ventures that primarily support the Welsh language, eg Urdd Eisteddfod and the National Eisteddfod where materials will be available in Welsh only.

4.6 Staff recruitment advertising

Staff recruitment advertisements published by Funky Dragon will be bilingual with the exception of:

- Advertisements published in Welsh medium magazines and newspapers will be in Welsh only;
- Advertisements published in English medium magazines and newspapers for posts where the Welsh language is an essential qualification will be only in Welsh but with a short explanatory note in English;
- Advertisements published in English medium media aimed at UK and wider audience will normally be in English only.

5. Implementing and monitoring the scheme

5.1 Staffing

- Funky Dragon aims to ensure that there are adequate numbers of Welsh-speaking staff available to provide a bilingual service at all its offices.
- Funky Dragon will identify those workplaces and jobs where the ability to speak Welsh is desirable or essential.
- A decrease in the number of bilingual staff in posts closely related to this scheme will be noted and rectified when the opportunity arises e.g through recruitment or by providing training for staff to learn Welsh
- A database of Welsh speaking trainers will be maintained for young people events so that if a Funky Dragon Welsh speaking facilitator is unavailable for a Welsh language session outside staff can be brought in if possible.

5.2 Learning Welsh

- Funky Dragon endeavours to encourage and support staff who wish to learn Welsh and supports Welsh speaking staff who wish to improve their linguistic skills.
- Welsh speaking staff will encourage other staff learning Welsh to speak Welsh in the workplace.
- Funky Dragon will fund Welsh language training and allow staff to attend courses during work hours
- Copies of Welsh dictionaries will be available in Funky Dragon Offices
- Funky Dragon will also encourage its non-Welsh speaking members to use Welsh at events and provide them with useful phrases. A Free 'Sounds Good' CD is available from the Welsh language Board to help with this.
- Welsh language training will be encouraged in the planning of Grand Council Residentials. Funky Dragon will encourage staff and young people to improve their Welsh language skills and confidence so that the weekends can be run bilingually.
- The Grand Council Database will specify if members are Welsh speakers or non-Welsh speakers.

5.3 Recruitment

- When linguistic ability is considered to be essential or desirable for a post, due to the nature of that post or the linguistic skills required within a Unit, this will be specified when recruiting to that post.
- If it is necessary to appoint a non-Welsh speaker to a post where the ability to speak Welsh is essential, it will be a condition of employment that they learn the language to a required level within a reasonable period. The required level will be specified on job descriptions and will be assessed on a case by case basis.
- If a Welsh speaker can not be appointed for a post where Welsh is essential or the person appointed is a non-Welsh speaker learning the language temporary arrangements will be made to provide the Welsh language service.
- For posts where Welsh is desirable, the person appointed will be encouraged to learn Welsh.
- Job applications and information packs will be provided in Welsh and English for all job vacancies within Funky Dragon

5.4 Administrative arrangements

- The scheme will be approved by the Welsh Language Board and carry the full authority of Funky Dragon.
- The Chief Executive will be responsible for ensuring that this scheme is implemented throughout Funky Dragon's services.
- Copies of the draft scheme will be issued to all Funky Dragon Staff and members when it is issued for public consultation
- Training will be given to staff about their responsibilities within the scheme and new staff members will be given guidance about the scheme in their induction training along with language awareness training through using the DVD and Pack available from the Welsh Language Board.
- Funky Dragon will identify high quality and reliable translations services in order to ensure that all relevant material is translated quickly and reliably.
- Welsh speaking staff will not be expected to act as in-house translators. If staff are used to working bilingually they may use their individual discretion in relation to short paragraphs of translation.
- A detailed action plan to be agreed with the Board will be prepared and regularly updated setting out how Funky Dragon will ensure that it operates in accordance with the scheme. The action plan will contain targets and a timetable.
- This scheme will not be changed without prior agreement with the Welsh Language Board.

5.5 Contracting

Any new agreement or arrangement concerned with the provision of service for or on behalf of Funky Dragon entered into with a third party will need to give consideration and accord with sections of the scheme relevant to the contract. Staff will be provided with copies of the Welsh Language Board's guidelines for Awarding Grants, Loans and Sponsorship in order to assist them in complying with the requirements of grant allocating bodies.

5.6 Monitoring

Funky Dragon will measure the implementation of the scheme against targets. The action plan and timetable included in this scheme establishes targets for implementation. In addition, quality of bilingual publications, expectations for publishing and distributing Welsh and English separate versions of publications and forms will be monitored. Funky Dragon will review targets one year after implementation and annually thereafter. An annual report will be provided to the Welsh Language Board. This scheme will be reviewed for its appropriateness after a period of three years. A section on compliance with this scheme will be included in the corporate annual report.

5.7 Complaints

Funky Dragon's existing complaints and grievance procedures encompass all complaints regarding the implementation of the scheme or the Welsh language service. Funky Dragon welcomes suggestions from its staff and members for improvements to its Welsh language scheme and service. All suggestions should be addressed to the Chief Executive and will be considered at the monitoring stage.

5.8 Publicity

Funky Dragon will publicise its Welsh Language Scheme to the public, Board, staff, members and agents on a continuing basis. It will ensure that people who deal with Funky Dragon are aware of the scheme and its contents. Copies of the scheme will be made available as a free, bilingual document at all our offices.

The following methods of publicity will be used:

- Circulating information and guidance to staff
- Make copies available to Funky Dragon members and the general public by placing it on our website and distributing on request.
- Workshops and presentations to children and young people

6. Contact

For further information regarding this Welsh language scheme please contact:

Funky Dragon
1st Floor Offices
8 Castle Square
Swansea
Sa1 1DW

Or

Funky Dragon
Suite 2
22 Lord Street
Wrexham
LL11 1LR

Appendix 1

Welsh Language Group

Action plan

Introduction

This action plan has been produced by the Chief Executive, Chair of the Management Committee and the Administrator. A group from the Management Committee and the Grand Council will be formed to become the Welsh Language Group (WLG).

This Action Plan covers issues within Funky Dragon's Welsh Language Scheme. As this Scheme is brand new it contains issues which have not yet been fully addressed and therefore this Action Plan is intended to provide a framework for how and by whom these issues should be addressed on behalf of the whole organisation. The numbering of points within the Plan follows the numbering of sections in the Welsh Language Scheme.

The role of FUNKY DRAGON

Funky Dragon is committed to providing a bilingual service and to ensure that all members and users of the services can converse or write, and receive an answer or reply in the same language. It is therefore important that all Funky Dragon staff also have this commitment to bilingual working. The responsibility for implementing the Action Plan, and therefore the Scheme, rests with the staff team. Day to day implementation lies with the Chief Executive.

It is vital that Welsh language issues are incorporated into the work of Funky Dragon. It is therefore proposed that Funky Dragon explores ways in which it can address and monitor Welsh language issues and therefore provide accountability for the Scheme.

The role of the Welsh Language Group

The WLG's future role shall be an advisory one. The WLG is willing, either individually or as a group, to provide expertise and advice on language issues to those named in the proposed Action Plan in order that those people may more easily fulfil their responsibilities. The WLG proposes that those named beside each point in the Plan are responsible for ensuring that the work is completed by 2011. Those named in the Plan should therefore define their own timetable for action on the points for which they have responsibility. The WLG will meet regularly after the adoption of the Action Plan in order to review progress and the group membership will be reviewed annually.

Group membership: To be elected at the next Grand Council Residential in November 2008.

Scheme Section	Action	Timescale	Who
2.1 New policies and initiatives	<p>Develop a checklist for staff to use to assess linguistic consequences when planning new projects or initiatives</p> <p>Arrange a designated staff awareness and training day on language issues generally and specifically on the scheme and new guidelines</p>	<p>2011</p> <p>Jan 2009</p>	<p>Core Development worker- Melanie Blake</p> <p>Admin- Christina King</p>
2.2 Provision of services	<p>Develop a clear understanding that the responsibility for language issues rests with management.</p> <p>Arrange a designated awareness raising and training day.</p> <p>Identify Welsh speaking staff and Grand Council Members on organisational databases.</p>	<p>2009</p> <p>Jan 2009</p> <p>Annually-members yearly consent forms & staff appraisals</p>	<p>Chief Executive & management Committee</p> <p>Admin- Christina King Admin- Christina King & Nicola Williams</p>
2.3 Standard of Welsh service	Incorporate Welsh language services into general quality standards for service in Funky Dragon.	2011	Management Committee
3.1. Written correspondence	<p>Produce guidelines for all staff on:</p> <ul style="list-style-type: none"> - establishing the language choice for corresponding with individuals - responding to correspondence in the language it is received - standard letters and circulars (to include standard practice of stating that correspondence in either language is welcomed) 	Dec 2009	Admin- Christina King

3.4 Meetings and events	<p>Produce guidelines on arranging conferences, to include:</p> <ul style="list-style-type: none"> - how to assess language needs - when to use simultaneous translation facilities - how to work with and brief translators, trainers and speakers - production of conference materials, use of displays etc. - Produce guidelines for one-off and for established meetings or events. - Produce guidelines for ministerial meetings - Purchase translation equipment for use at meetings and events <p>Produce a standard list of translators and of where translation equipment can be hired</p>	Jan 2010	Admin – Christina King
4.1 Corporate Identity	Produce house style guide for corporate identity to ensure that both languages are equal in terms of size, format, quality, prominence and legibility.	2010	Communications Manager- Melvyn Williams
4.2 Publishing and printed materials	<p>Produce a checklist/guidelines on when a publication should be bilingual or published in separate languages or in one language only</p> <p>Develop a procedure for publishing Welsh and English publications concurrently</p>	2010	Communications Manager- Melvyn Williams & Admin- Christina King

	Revise current house style guidelines to take into account Welsh publications and bilingualism		
4.3 Press releases	Produce guidelines for all staff on the drafting and issuing of English and Welsh press releases	2010	Communications Manager-Melvyn Williams
4.4 Website	Monitor the content of website to ensure compliance with this scheme.	Ongoing 2011	Website Technician-Tam Church
	Ensure that website administrators are familiar with the Welsh Language Board's guidelines for bilingual software and standards.	2009	Communications Manager-Melvyn Williams
4.5 Advertising and publicity	Produce guidelines for all staff on: <ul style="list-style-type: none"> - Welsh and bilingual advertising and publicity - producing and using exhibitions and displays 	2010	Communications Manager-Melvyn Williams
4.6 Staff recruitment and advertising	Produce guidelines on drafting and placing of recruitment advertisements (see also 5.1 below)	2010	Core Development worker-Melanie Blake
5.1 Staffing	Produce guidelines on how to identify posts as Welsh essential	2011	Management Committee & Chief executive
	Create a strategy for developing language skills to include: <ul style="list-style-type: none"> - a bi-annual language audit - identifying staff competent and willing to undertake small pieces of Welsh to English and English to Welsh translation work - identifying staff competent and willing to proof read Welsh translations 	Feb 2009 ongoing	Admin-Christina King
	- identifying staff	2011	Management

	<p>competent and willing to deal with Welsh telephone calls within the offices.</p> <p>Implementation of strategy</p>		Committee
5.2 Learning Welsh	<p>Staff training policy to include Welsh language training.</p> <p>Provide opportunities for relevant staff to receive training in translation skills</p> <p>Identify and establish a Welsh language training programme (whether as first time learners or as improvers) for staff and Grand Council Members.</p> <p>Evaluate the training programme based on audit of language skills in units and on staff needs</p> <p>Incorporate Welsh Language training into Planning residential to encourage bilingual residential.</p>	<p>Jan 2009</p> <p>Identify need 2011</p> <p>Annual training audits</p> <p>Annual training audits and course evaluations</p> <p>2011</p>	<p>Admin-Christina King Chief Executive</p> <p>Admin-Christina King</p> <p>Admin-Christina King</p> <p>Development Managers and Workers</p>
5.3 Recruitment	<p>Establish a procedure for carrying out Welsh language interviews</p> <p><i>Ensure that the recruitment strategy targets Welsh speakers for all posts, not just those which are 'Welsh essential'.</i></p>	2011	Management Committee, Chief Executive and Core Development worker

5.4 Administrative arrangements	<p>Assess current translation practice and explore new options if required.</p> <p>Produce guidelines on when and how translations should be done, to include:</p> <ul style="list-style-type: none"> - procedure for translation of small pieces of work by Welsh speaking staff within Funky Dragon - procedure for proof reading translations done by staff - procedure for using the services of a professional translator and the proof reading of these translations <p>Allocate managerial responsibility for implementing the scheme to management Team</p> <p>Produce handbook on how to implement the scheme (containing all guidelines and procedures)</p> <p>Ensure Welsh language scheme handbook is included in induction pack and forms part of induction training</p>	<p>July 2009</p> <p>July 2009</p> <p>2009</p> <p>2011</p> <p>2011</p>	<p>Admin-Christina King</p> <p>Admin-Christina King</p> <p>Chief Executive</p> <p>Admin-Christina King & managerial staff</p> <p>Chief Executive and managerial staff</p>
5.5 Contracting	Produce guidelines to ensure any services contracted out are in accordance with the scheme	Jan 2011	Admin-Christina King
5.6 Monitoring	<p>Integrate the scheme's targets into the business plan</p> <p>Set standard response times for correspondence in Welsh</p> <p>Ensure that the monitoring of the scheme is built into the appraisal system, unit reports etc.</p>	<p>2011</p> <p>2009</p> <p>2011</p>	<p>Management Committee & Chief Executive</p>

	WLG to meet at every Grand Council Residential	Quarterly from 2009	
5.7 Complaints	Monitor the number of complaints and include in annual report to the Welsh Language Board	Annually from 2009	Chief Executive- Darren Bird
5.8 Publicity	<p>Make copies of the scheme available to Funky Dragon members and the general public by placing it on our website and distributing on request.</p> <p>Workshops and presentations to children and young people</p>	<p>Ongoing from approval</p> <p>Annually for new members</p>	<p>Admin- Christina King Website- Tam Church</p> <p>Christina King & WLG members</p>