



Here for young people
Here for communities
Here for you

YMCA Swansea /YMCA Abertawe

Welsh Language Policy

Polisi Iaith Gymraeg

June 2025

Everyone should have a fair chance to discover who they are and what they can become.

Dylai pawb gael cyfle teg i ddarganfod pwy ydyn nhw a'r hyn y gallant fod.

Welsh Language Policy

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1. About This Policy

1.1 Wales is a bilingual nation. This policy outlines YMCA Swansea commitment to working bilingually and supporting those who work with us to do so in the language of their choice.

1.2 This policy acknowledges and celebrates the importance of the Welsh language in the culture of Wales, and its place in everyone's lives, whether they speak it or not.

1.3 YMCA Swansea, through this policy, is committed to supporting the Welsh Government to meet its ambition of 1 million Welsh speakers by 2050. In addition to this, YMCA Swansea is committed to furthering the ambitions of the Welsh Language Act 1993 and the Future Generations (Wales) Act 2015.

1.4 This policy applies to everyone who works for the charity whether salaried, freelance, or volunteer, as well as those who engage with our activity.

2. Principles

2.1 As a trusted Youth Work organisation based in Wales, YMCA Swansea seeks to make its work accessible and relevant to the young people who live here.

2.2 For us, the Welsh language is more than just a tick box obligation, it is a way of life. In whatever capacity people engage with us, we are committed to making sure that we are open and accessible, are working to deliver activity, work collaboratively or respond to queries in both Welsh and English.

3. Our Commitments

3.1 We recognise that our connection to the Welsh language comes in many different forms. As an organisation engaging on a regular basis with the public, we will:

- Welcome correspondence in both Welsh and English
- Make clear on our email signatures and on the 'Meet the Team' page on our website where staff can speak Welsh or are learners
- Work towards being able to Answer all work telephones bilingually
- Ensure that those wish to have contact with a Welsh speaking representative of the charity are able to do so
- Encourage Welsh speaking staff and volunteers to make the most of their skills to provide as full a service as possible to our stakeholders
- Commit to using translation services of a high standard to ensure that relevant material is translated quickly and reliably where a Welsh-speaking member of staff is not available to respond
- Ensure that business cards and email signatures are fully bilingual
- Work towards our website being fully bilingual
- Ensure that our online communication, including social media has a strong bilingual presence
- Ensure our public presence events has a strong bilingual element

3.2 As a member of the YMCA Council of England & Wales, we will:

- Work with others to ensure that there is a strong Welsh language presence in national branding and communications.
- Work with other Welsh YMCAs to ensure a consistency of application of the Welsh language.

3.3 As a provider of activities for young people, we will:

- Establish the baseline need for first language other than English amongst those seeking our help as part of the onboarding process.
- Ensure that we are able to deliver services bilingually when needed.
- Make sure that the Welsh language is used regularly in our premises.
- Support those who do not speak Welsh to learn Welsh words and phrases in a supportive environment
- Keep a record of the language preference of participants and their parents
- Ensure all projects are included in this policy.
- Where possible, respond in Welsh to any queries from parents/carers raised in Welsh

3.4 As an employer we will:

- Support and facilitate the use of Welsh and English in the workplace
- Make sure that those who are fluent Welsh speakers have the freedom and confidence to use their language skills in their day-to-day business and communication
- Make sure that those who are learning Welsh have opportunities to practice without fear of being made fun of
- Offer opportunities to learn basic Welsh to all non Welsh speakers within the working day.
- Make sure those who are not Welsh speakers do not feel discriminated against in any workspace

- Consider what level of Welsh language skills are required to perform all new roles in the organisation to ensure a representation of Welsh speakers in the wider team
- Present all key recruitment materials bilingually where appropriate
- Make staff aware of the potential to select a Welsh language interface on Office 365
- Ensure staff are aware of Cysyll ar-lein as a means of translating short amount of texts
- Consider each role advertised to decide whether they are Welsh Language Desirable or Essential
- Work towards ensuring that at least 25% of our board of Trustees have Welsh language skills. This will be captured in our Trustee Skills Audit and referred to when recruiting new Trustees

3.5 We will look to create a Welsh Language champion at both staff and board level to ensure that we meet our commitments to this policy

4. Printed Materials

4.1 We seek to give a prominent place to the Welsh language in our publicity material. As a minimum we will ensure that:

- Posters and flyers for activities facilitated by YMCA Swansea are presented bilingually
- Press releases are produced in both languages and targeted accordingly
- Staff who can speak Welsh make bilingual announcements as appropriate

4.2 In addition to the above, we will look to translate all historic printed material as part of any document reviews going forwards.

5. Timeframes And Progress

5.1 We are aware that, while we have made significant improvements in the last 5 years, there are areas where, due to cost, time or ability we are not operating bilingually.

The identified areas where we currently operate in English only:

- Internal documents, including policies and contracts
- Internal meetings
- Interviews
- Y-Hub associated youthwork delivery
- LGBTQ+ associated youthwork delivery
- Gym operations
- Room rental documentation and leases

6. Staff obligations

6.1 As a minimum we expect those who work with us to be respectful of the Welsh language and be committed to nurturing supportive and inclusive working environments for other staff members, participants, and their families.

6.2 We expect those who work with us to not discriminate, victimise, or bully anyone who does or does not speak or use the Welsh language. Further detail on this is available in our Equality, Diversity, and Inclusion Policy.

6.3 Anyone who treats someone unfairly because of the language, may be subject to disciplinary action as outlined in our Disciplinary Policy.

Name:... Emma Gilroy

A handwritten signature in black ink, appearing to be 'Emma Gilroy', written over a horizontal line.

Signed.:

Date: 4th June 2025

For more information, please contact:
rwilliams@ymcaswansea.org.uk

www.ymcaswansea.org.uk



Here for young people
Here for communities
Here for you

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

FAMILY & YOUTH WORK

HEALTH & WELLBEING

HOUSING

TRAINING & EDUCATION

SUPPORT & ADVICE