**Cynllun Iaith – Welsh Language Policy**

1. **Introduction**

Theatr Iolo has a mission to serve all the communities and audiences in Wales. Of usual residents in Wales aged 3 and over, 19% were able to speak Welsh according to the United Kingdom Census 2011. The Annual Population Survey conducted by the Office for National Statistics for the year ending in December 2018, suggested that 898,700 people or 29.8% of people aged 3 or over in Wales were able to speak Welsh. The Welsh Government have also recently announced their Welsh Language strategy in *Cymraeg 2050*, which outlines their vision to increase the amount of Welsh speakers to 1 million people by the year 2050.

According to the National Survey for Wales, 2013-14: Welsh Language Use Survey, the percentage of the population who can speak Welsh fluently is greatest amongst children and young people aged 3 to 15, with 15 per cent of this age group reporting that they speak Welsh fluently. This is only set to grow and as children and young people are our primary target audience, this statistic is important to acknowledge as we provide work and communications for this audience.

1. **Statement**

Theatr Iolo's Welsh Language policy has been drawn up to reflect the artistic, language and community needs of its audiences, employees and volunteers. Theatr Iolo’s principles match the Arts Council of Wales’s Welsh language strategy;

*We are a bilingual nation – legally, socially, culturally, and as individuals and communities. Nothing makes Wales more distinctive than the Welsh Language.*

*We’re committed to developing and promoting the arts in and through the medium of Welsh. We believe everyone has the right to explore their own culture, their own creativity, through the language of their choice, whether as consumer, participant or artist.*

Theatr Iolo is committed to treating the Welsh and English languages on a basis of equality, which is enshrined in the Welsh Language Act of 1993. We also recognise the legal context for the Welsh language included in the Welsh Language (Wales) Measure 2011, which gives official status to the Welsh Language and sets out the general principle that the Welsh language should be no less favourably treated than the English language in Wales and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so.

Theatr Iolo is committed to providing a service of equally good quality whether through the medium of Welsh or English. Theatr Iolo works in partnership with various organisations. and artists and when working with others Theatr Iolo accepts that it has a responsibility to bring linguistic considerations to the attention of all partners.

Theatr Iolo, in line with Welsh Government, Cardiff City Council, Comisiynydd y Gymraeg and Arts Council of Wales policies, will promote and facilitate the use of the Welsh language and we will encourage Welsh speakers to use more Welsh in their everyday lives.

The Board of Trustees will be responsible for ensuring the implementation of the Welsh Language Policy and will delegate the responsibility of the day-to-day implementation to the Executive Director. This Policy explains how Theatr Iolo will put into effect these principles wherever practical and appropriate. All members of staff will be aware of their duty to operate this policy where relevant. If we are unable to provide the required service initially we will work towards providing it in the future.

Currently there are two out of eight board trustees and one out four staff members, who are fluent Welsh speakers. The Artistic Administrator is a fluent Welsh speaker whilst the three other members of staff are Welsh learners. 17% of our Associate Artists and 47% of the freelancer we have employed over the last 6 years are fluent Welsh speakers.

**Our Welsh Language Output**

Theatr Iolo recognises the importance of providing a bilingual service for the public, within the sector and for schools and have committed to including Welsh language work within our plans. As outlined in our current Business Plan, Theatr Iolo aims to produce at least 45% of our theatre productions programme in Welsh and deliver at least 50% of our Outreach programme in Welsh.

In 2019-2020 we produced 50% of our productions in Welsh language; *Chwarae* and *Llygoden yr Eira*. We also commissioned a new Welsh language play by Alun Saunders as part of the *Playhouse* project. We ensured that a Welsh language writer was part of the Platfform New Writing project and commissioned Bethan Marlow for Pijin/Pigeon to explore the use of Welsh language in her stage adaptation.

In 2020-2021, 50% of our online content was in Welsh. We screened both *Chwarae* and *Llygoden yr Eira* online during lockdown and also created a new online reading of the storybook *Taclus*. We ensured one Welsh language writer was chosen in the Platfform New Writing project, however the R&D workshops were postponed. We produced four radio plays in the Young Playwrights project, one of which was in Welsh language; *Cer i Ffwrdd* by Rhiana (age 15). We developed a new production for our Travelling Theatre*, HOOF!* which was mainly non-verbal, but had a recorded bi-lingual welcome and exit speech.

In 2021-2022, 33% of our productions were in Welsh, as we returned indoors with a remount of *Llygoden yr Eira* co-produced with Theatr Genedlaethol Cymru, which toured Welsh venues in November and December 2021. We also continued with outdoor performances of *HOOF!* in our Travelling Theatre which is mainly non-verbal but had a bi-lingual introduction and exit speech. Alun Saunder’s play *Annwn* was performed as part the 2021 Playhouse Festival by Ysgol Gymraeg Bro Teyrnon in Newport in early July 2021. Pigeon/Pijin continued to be developed and we also developed a Welsh language script by Chris Harris as part of the Platfform New Writing Workshops in September 2021. We also managed to run another successful Young Playwrights programme and produced a Welsh language audio play for our podcast channel.

In 2022-2023, we are producing at least 33% productions in Welsh. We remounted *HOOF!* on a festivals tour which included 2 days (6 shows) at the Eisteddfod at Tregarron in August 2022. We also toured our mainly non-verbal show *Owl at Home* around South Wales and offered 50% of creative learning workshops supporting the production in Welsh. Our bi-lingual co-production with Theatr Genedlathol Cymru, *Pijin/Pigeon* toured Wales in March 2023. A Welsh language translation of a Playhouse play *Wake Up!* will also be performed at The Riverfront, Newport as part of the Playhouse Festival in July 2022.

In 2023-2024, We will be commissioning Gary Owen to write *Annwn,* which is an episodic audio fantasy adventure for pre-teens and Welsh learners. We will also be developing a Welsh language one person play, *Y Bachgen Madfall* by Chris Harris. This play that originated in our Platfform programme looks at the difficulties growing up living with a chronic condition. We also be carrying out a public call out for new ideas/scripts in Welsh as part of our Platfform programme and commissioning a Welsh playwright to write a new and relevant play for a school class of 9-11 year olds will perform as part of Playhouse Cymru.

Moving forwards in 2024-2027, we plan to continue to produce at least 45% of our theatre production programme in Welsh. To increase the opportunities that children have to partake in creative activities through the medium of Welsh, we aim to offer 50% of our overall community outreach programme in Welsh. Year 5 and Year 6 classes in Welsh language schools are offered the chance to perform a new and relevant play that celebrates both Welsh language and culture as part of our Playhouse Cymru project. Children are also offered free playwrighting workshops in Welsh to encourage them to submit their original plays to our Yong Playwrights scheme, where at least one Welsh language audio play will be recorded and published on our podcast channel.

1. **Service Standards**

In order to highlight to the public that Welsh language is a priority to the organisation, we have recently undertaken assessment from the Welsh Language Commissioner and will be awarded the **Cynnig Cymraeg** quality accreditation mark in 2023.

***3.1 Corporate Image and Branding***

Theatr Iolo highlight the fact that the company is bi-lingual in nature through its core branding and design and has a bilingual corporate identity. The company name, contact details, logo and other standard information appears in Welsh and English on all material which displays its corporate identity. This includes stationery and material such as letterheads, compliment slips, business cards, identity badges, email templates and vehicles.

Both languages are equal in terms of size, format, quality, clarity and prominence.

***3.2 Marketing Communications***

All marketing material (digital and printed) produced by Theatr Iolo relating to its own productions and services are bi-lingual, with the Welsh and English given equal status. When working with partner companies we encourage the adoption of the Theatr Iolo Welsh Language Policy. We will work to providing versions in other languages on request.

Theatr Iolo are committed to issuing bilingual statements and notices to the press and the media and the translation process will be incorporated into the planning timescales. All press releases will include contact details of a Welsh-speaking representative of Theatr Iolo. This person will be authorised to fully represent Theatr Iolo within the boundaries of their knowledge.

All digital material directed at the general public in Wales is published in bilingual form, including the website, e-flyers and most social media.

***3.3 Written Communications***

Artists, arts organisations and members of the public are welcome to correspond with Theatr Iolo either in Welsh or English, according to their preference. All letters and emails received in Welsh will be answered in Welsh. Once it is known a member of the public prefers to use Welsh, that person will receive all future correspondence in Welsh. When Theatr Iolo has no staff available to answer correspondence in Welsh to a sufficiently high standard, we will use a professional translation agency.

***3.4 Telephone Communications***

Theatr Iolo welcomes calls in Welsh. Guidelines are issued to staff on the steps to be taken when answering the telephone. All external calls are answered with a standard bilingual greeting: *‘Bore da/Good morning* or *‘Prynhawn da/Good afternoon* Callers are given the option to continue the conversation in Welsh or English, if no Welsh speakers are available, the caller will be asked if they wish to continue in English or be called back in Welsh later.

***3.5 Face-to-Face Communication***

Theatr Iolo will ensure that those who wish to have face-to-face contact with a Welsh- speaking member of staff will be able to do so. This may not be possible at all times, but we will encourage and train Welsh-speaking staff to make the most of their skills in order to offer as full a service as possible.

***3.6 Information Technology***

Theatr Iolo provide Microsoft Windows, Office and Google on all computers and staff are made aware of on-line translation and grammar resources available.

1. **Operating Standards**

***4.1 Internal Documents***

Internal documents, contracts, policies, personnel handbooks and other communications shall be produced in Welsh or English at the company’s discretion unless they are addressed to an individual and that individual has expressed a preference for one language over another.

***4.2 Board of Trustees Meetings***

Agenda and minutes of full Board of Trustees meetings shall be produced bilingually if requested.

***4.3 Welsh Speaking Staff and Recruitment***

All employees who speak Welsh will be encouraged to communicate in Welsh internally if they wish. Theatr Iolo recognises that at least one of the four permanent staff members, needs to be able to speak fluent Welsh. Welsh speaking will be designated ‘desirable’ for all posts recruited for.

When advertising for posts in the Welsh media, Theatr Iolo shall produce adverts bilingually. When advertising in the media outside of Wales the advert will be in the language of that country. When interviews for designated Welsh language posts include non-Welsh speakers on the selection panel, full translation facilities will be made available. Theatr Iolo has a language development policy whereby employees will receive Welsh language lessons if they wish within working hours.

1. **Review of this Policy**

Theatr Iolo will review this policy and its implementation annually or sooner if improvements or legislative changes require it to do so.

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| **VERSION CONTROL** | | | |
| **Date Written/Amended** | **Reason amended** | **Approved by** | **Next Review In** |
| May 2019 | Annual Review | Theatr Iolo Board on 20.6.19 | June 2020 |
| October 2020 | Annual Update | Chair & Chief Executive 12.10.20 | September 2021 |
| July 2021 | Annual Update | Artistic Director 8.7.21 | July 2022 |
| July 2022 | Annual Update | Artistic Director 4.7.2022 | July 2023 |
| February 2023 | Improvements Made | Artistic Director 10.2.2023 | July 2023 |

** Welsh Language Plan 2022-2024**

Theatr Iolo has a Welsh Language Policy in place and this plan needs to be read in conjunction with this policy. Both the policy and the plan are updated and reviewed annually.

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| Our Current Provision | Level of provision | Objectives to move forward or maintain provision | Who is responsible? | By When? |
| **Theatr Iolo Productions and Projects** | | | | |
| **We aim to produce at least 45% of our theatre production programme in Welsh**.  **50%** of 4 prods in **2019-20** were in Welsh.  **In 2020-2021** 50% of online activity was presented in Welsh (LLYGODEN YR EIRA, CHWARE & TACLUS) and in English (OWL AT HOME and TIDY).  We produced 2 outdoor live productions that were mainly non-verbal. Our baby show; BABY, BIRD & BEE and HOOF!. However the only language used in HOOF! was a recorded welcome and exit audio, which was bi-lingual.  25% of the radio plays produced in the Young Playwrights project were in Welsh.  **In 2021-2022** 33% were in Welsh. LLYGODEN YR EIRA toured Wales in Nov/Dec 21.  25% of the radio plays produced for our podcast channel from the Young Playwrights project was in Welsh.  25% of the 4 plays R&D in the Platfform programme was in Welsh.  25% of the plays in the Playhouse project 21/22 were in Welsh. As we translated a new English language play into Welsh.  **In 2022-2023** 33% were in Welsh. PIJIN/PIGEON toured Wales in March 23.  25% of the audio plays produced for our podcast channel from the Young Playwrights project was in Welsh.  25% of the plays in the Playhouse project 21/22 were in Welsh. As we translated a new English language play into Welsh.  **In 2023-2024** We will not manage to tour a Welsh language production as we did not have any WL plays ready in development. We will be commissioning an audio fantasy adventure *Annwn* by Gary Owen and also developing *Y Bachgen Madfall* by Chris Harris and carrying out a new call out for new ideas/scripts in Welsh as part of Platfform.  25% of the plays in the Playhouse project 22/23 will be in Welsh. As we are translating a Playhouse back catalogue English language play into Welsh. | **2** | This is dependent on the quality of work available and the contacts built up. | Artistic Director | 1 in 3 productions are planned to be in Welsh during 2022-2023;  Increase WL audienceby 30% by co-producing a bilingual/Welsh language production with Theatr Gen; PIJIN / PIGEON - touring February 23  HOOF! is being toured to festivals including the Eisteddfod in August 2022.  OWL AT HOME will be touring Wales in Oct/Nov 22. There is a Creative Learning programme offered alongside the production which is delivered 50/50 Welsh/English.  Y DRAENOG a new Christmas show will continue to be developed.  The Welsh translation of the Playhouse play will be performed in The Riverfront, Newport in July 22. |
| We also present non-Welsh productions where opportunities arise to bring top quality children’s theatre to Wales from the rest of the UK and internationally.  We also present and produce non-verbal productions when spoken language is not appropriate to the narrative form or age of audience.  BABY, BIRD & BEE is mainly non-verbal due to the age the show is targeted at 6months – 18 months old.  HOOF! on our Travelling Theatre is mainly non-verbal but also has a welcome and exit audio presented bi-lingually.  OWL AT HOME is mainly non-verbal and has been developed over the last couple of years. | **1** | Presenting this work is important to the artistic integrity (and sometimes income streams) to the company and to help Welsh children, families and schools access quality productions form the UK and internationally. Our communications about the show will still always be bi-lingual and where possible we could offer wrap around activities in Welsh. | Artistic Director | The postponed tour *Owl at Home* has been rescheduled and will be touring in October/November 2022. It is supplemented by a Creative Learning programme which is offered in both languages. |
| **We aim to commission a new Welsh language play every other year and translate an English language play every other year within the Playhouse project**.  Alun Saunders was commissioned in 2019 for a new play for Playhouse, which was performed in July 21.  Chris Harris was employed as a freelancer to translate the play Wake Up! by Jenna Drury into Welsh in 2021. This will be performed in July 2022.  Chris Harris was commissioned to translate *Our time with Miss X* by Rina Vergano for Playhouse 22/23. | **2** | As we are in partnership with 4 other English companies, it is unlikely that we will be able to increase this amount. However each year we will be adding a new Welsh language play to our library and open up opportunities. | Artistic Director | The aim is to commission another welsh language play in 2022/2023.  We will be translating one play from the Playhouse back catalogue into Welsh in 2023/2024. |
| **We are encouraging applications from Welsh language artists and writers as part of our new Platfform project**.  One Welsh language play was chosen to explore in the 2019 & another Welsh language artist in the 2020/21 Platfform New Writing project.  There will be a new public call out in 2023 for new Welsh language ideas/scripts. | **2** | We hope to extend the amount of artists from 1-2 at least we can work with each year if we secure additional funding. We are also dependent on how many Welsh language writers submissions we receive. | Artistic Director / Executive Director | One new Welsh language play will be chosen in the next round of plays in 23/24. |
| **We aim to deliver 50% of our workshop outreach programme in Welsh**  We offered 40% of our Creative Learning workshops in Welsh for families at free events in Winter of Well-being, Summer of Fun, Fair Saturday and Get Creative over the last 3 years.  We also offered 50% of the free Young Playwrights workshops in Welsh in 2021-2022 and 1 of the 4 radio plays was produced in the Welsh language.  We carried out a bi-lingual Teachers Workshop day as part of the Playhouse project and will be delivering all school workshops in the medium of Welsh for the Welsh language play that was translated especially for the project.  We delivered 36% of workshops in Welsh in 22/23 as part of our outreach programme. | **2** | The amount we can offer depends on the resources and availability of practitioners etc we have. | Artistic Director / Executive Director | We are offering 50% of the owl at Home Creative Learning workshop programme in Welsh.  The annual Playhouse project will always work with at least one Welsh school and one Welsh play and all workshops in the school will be conducted in Welsh.  We continue to raise funds for more bi-lingual Creative Learning Play Packs to be distributed to families in need. |
| **Corporate image and branding** | | | | |
| Our corporate image is completely bilingual, including any straplines and treats both languages equally. | **3** | Maintain Provision | Communications & Engagement Manager | This is in place but will also be reviewed annually. |
| Business Cards – Welsh and English equal | **3** | Maintain Provision | Executive Director | This is in place but will also be reviewed annually. |
| Headed Paper and Comp Slips – Welsh and English equal | **3** | Maintain Provision | Executive Director | This is in place but will also be reviewed annually. |
| **Marketing Communications** | | | | |
| All printed marketing material – brochures, flyers, posters, adverts, pop-ups, programmes, invites, education resource packs, feedback forms, email sign ups etc – produced bi-lingually | **3** | Maintain Provision | Communications & Engagement Manager | This is in place but will also be reviewed annually. |
| All digital material – e-flyers/newsletters, press releases and websites – all bilingual | **3** | Maintain Provision | Communications & Engagement Manager | This is in place but will also be reviewed annually. |
| Social Media – Facebook, Twitter, Instagram and Youtube. Most of our social media messages are posted bilingually. In some instances, when something needs to be posted urgently, it may appear in English only. | **2** | We endeavour where possible to post bilingually on social media. All scheduled posts are prepared bilingually. Only urgent messages appear in English only. | Communications & Engagement Manager | This is in place but will also be reviewed annually. |
| **Written Communications** | | | | |
| Forms - Registration Forms, Email sign up forms, Feedback forms – all bilingual | **3** | Maintain Provision | Artistic Administrator | This is in place but will also be reviewed annually. |
| Responding to letters and emails – we respond to any correspondence we receive in Welsh in Welsh.  Where a staff member is aware of an individual’s language preference, they will arrange for the letter/email to be written in Welsh.  All public-facing campaigns are issued bilingually. | **2** | The timing of reply could be affected if staff vacancies or on leave and having to use external translators. | Artistic Administrator | This is in place but will also be reviewed annually. |
| **Telephone Communications** | | | | |
| Our staff members who speak fluent Welsh answer the phone first. All other staff members answer the phone with basic bilingual greetings. | **3** | Maintain Provision | Artistic Administrator | This is in place but will also be reviewed annually. |
| **Face to Face Communications** | | | | |
| Public events, presentations and meetings - Our staff members who speak fluent Welsh will be present and will deliver if appropriate. If the staff members are unavailable or it is not appropriate then we will try to provide translation services and include as much Welsh as possible. | **1** | We will commit to offering some Welsh provision at all public events. | Executive Director | This is in place but will also be reviewed annually. |
| **Information Technology** | | | | |
| Welsh thesaurus and grammar software is available on all computers. Staff are also made aware of online translation and grammar resources available. | **3** | Maintain Provision | Artistic Administrator | This is in place but will also be reviewed annually. |
| **Internal Communications** | | | | |
| Internal Documents; contracts, policies, staff handbook and other communications is generally provided in English, but can be issued in Welsh if requested. | **2** | We will check with all individuals to ask their preference. | Executive Director | This is in place but will also be reviewed annually. |
| Board Meetings agenda, board papers are currently only provided in English but can be provided in Welsh also if requested. | **1** | Each new board member will be asked their preference. | Artistic Administrator | This is in place but will also be reviewed annually. |
| **Recruitment and Staffing** | | | | |
| We always include the Welsh language as ‘desirable’ skill when recruiting all staff | **2** | We may also use ‘essential’ for certain posts or to address the lack of Welsh speaker within the core staff team. | Executive Director | This is in place but will also be reviewed annually. |
| Within Welsh media we will publish all job recruitment adverts bilingually. | **2** | If we are advertising outside of Wales, the adverts will be in English only. | Communications & Engagement Manager | This is in place but will also be reviewed annually. |
| We will encourage all staff to learn and improve their Welsh language skills and allow staff to undertake Welsh language courses during work hours. | **3** | Maintain Provision | Executive Director | Currently both AD & Comms Manager are undertaking a Welsh language course. |