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Policing

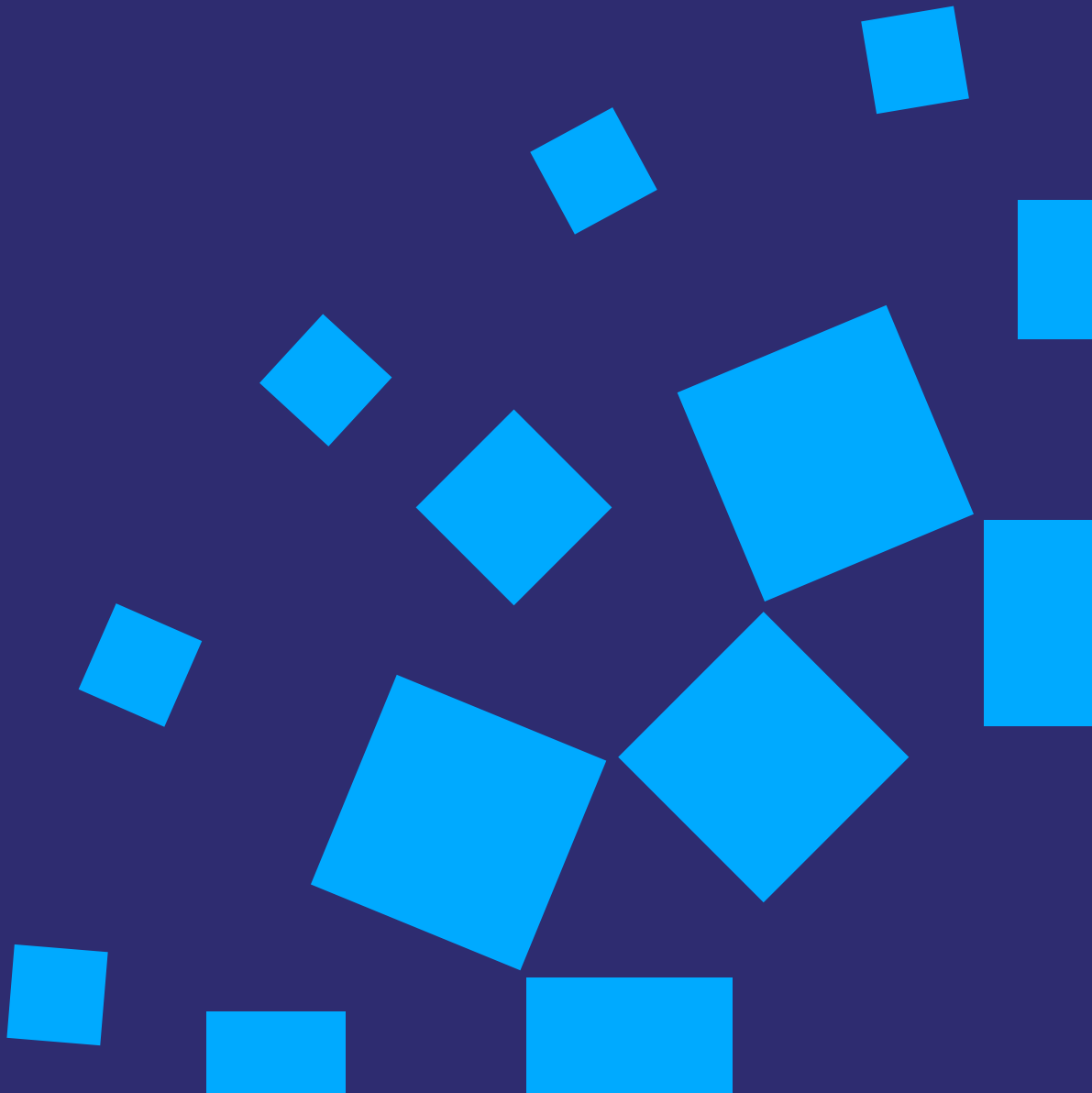


Comisiynydd y
Gymraeg
Welsh Language
Commissioner

Working together
to keep people safe

Welsh Language Scheme

2021



College of Policing Limited
Leamington Road
Ryton-on-Dunsmore
Coventry
CV8 3EN

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College of Policing Welsh Language Scheme

As the professional body for policing in England and Wales, there is currently no formal obligation for the College of Policing to prepare a statutory language scheme in respect of the Welsh language.

However, the College does heavily influence how police services in Wales are governed. Welsh police forces already deliver services on behalf of the College and the College on behalf of Welsh police forces alike. As a result, the Welsh Language Commissioner (WLC) is supportive of a voluntary scheme being put in place. This will further assist Welsh forces to deliver against Welsh language standards and will highlight the College's commitment to unity on both sides of the border.

The College, in conducting its public business in Wales, will treat the English and Welsh languages on the basis of equality. This scheme outlines how the College intends to deliver some of its services to the public, officers and staff in Wales. The target audience for this document is therefore College staff and their colleagues within Welsh police services.

In preparing this scheme, the following have all been taken into account: Welsh language standards imposed on Welsh police forces; the Welsh Government ambition of one million Welsh speakers by 2050; the vision of the National Police Chiefs' Council (NPCC) Diversity, Equality and Inclusion (DEI) Strategy; and the NPCC, British Transport Police (BTP) and Civil Nuclear Constabulary (CNC) in Wales Welsh Language Strategy.

This document is also available in Welsh.

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1 Introduction

We are the professional body for the police service in England and Wales.

Working together with everyone in policing, we:

- share the skills and knowledge that officers and staff need to prevent crime and keep people safe
- set the standards in policing to build and preserve public trust
- help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future

The strategic approach to the use of Welsh and English is based on the following facts and principles, established by the Welsh Language (Wales) Measure 2011 and overseen by the WLC.

- The fact that the Welsh language has official status in Wales.
- The principle that the Welsh language should be treated no less favourably than the English language.
- The principle that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so (NPCC, BTP and CNC in Wales Welsh Language Strategy).

Since the College is currently undergoing a period of internal structural change, this is the most appropriate time for the Welsh language to be embedded into its plans for the future. Introducing the scheme at a time of increased recruiting will assist in facilitating language choice for candidates from across Wales. The timing of the scheme is therefore appropriate, timely and will contribute to a representative workforce.

The College presently has no business premises/estate in Wales. Should this change in the future, the College would adopt the same standards as its Welsh police colleagues, which includes bilingual staff members, reception areas and signage.

Enquiries

Responsibility for implementing this scheme within the College will rest with the relevant department and delivery will be supported by all Welsh police services. General enquiries and feedback about the scheme should be addressed to: [**Enquiries@college.pnn.police.uk**](mailto:Enquiries@college.pnn.police.uk)

2 Scheme content

This scheme outlines the commitment the College is making towards equality for Welsh and English languages to our customers (the public, officers and staff) in Wales.

The scheme will consider the Welsh language in all new services and products that it delivers in Wales from the outset.

The College will seek opportunities to promote and develop the use of the Welsh language in all partnership working with those delivering services in Wales.

The scheme will contribute towards attracting more applicants who are Welsh speakers and learners (and future learners) to the police service.

The scheme will continue to support bilingual training (and offer it) to all Welsh officers and staff.

The scheme will promote use of the Welsh language on a national scale within policing, demonstrating the College considers the linguistic needs and preferences of its staff and the public in Wales.

The scheme will be publicised and made available via our website.

3 Service planning and delivery

Welsh language schemes typically last for four years. The College will produce an annual report to the WLC, outlining progress and compliance against Welsh language standards. Since the scheme is voluntary, these reports should be abbreviated.

The WLC will be consulted in advance regarding any proposed changes or anything that is likely to affect compliance with the scheme.

The main focus of this scheme is around recruitment, training and furthering the College's connection with Welsh colleagues and the public.

The scheme outlines the College's commitment to promote bilingualism, remove any obstacles that prohibit language choice in Welsh policing and to support the delivery of the NPCC, BTP and CNC in Wales Welsh Language Strategy.

The College and Welsh forces will promote the scheme and ensure that it is launched bilingually on social media to further connect with the Welsh public, officers and staff. A bespoke media strategy will be in place for the launch of the scheme.

The scheme is composed of several distinct parts and each of them are discussed individually below.

4 Attraction

This section focuses on attracting candidates to policing roles.

College attraction (to policing) documents and advertisement material that is delivered in Wales will be made available bilingually (Welsh and English) at the same time. Existing attraction materials will be reviewed and revised as soon as possible.

A record of any new attraction document (or amendment) shall be kept and made available for the annual monitoring report (AMR) to the WLC.

5 Recruitment

The College will work together with Welsh forces' recruitment departments to offer the candidate a bilingual recruitment journey. Specifically, it will do the following.

- Work towards making candidate correspondence available bilingually on the online recruitment platform.
- Work towards offering a language choice at the National Assessment Centre (currently the online assessment process). The national assessment process for initial recruitment is subject to change, however the College will consider all available opportunities to have the whole or parts of this assessment available bilingually as the assessment aims and methodology, technology and resources direct. In the interim period, candidate and joining instructions will be made available bilingually.
- Ensure all College recruitment documents released in Wales are available bilingually. Existing recruiting materials will be reviewed and revised as soon as possible.
- Ensure national recruitment advertisements in College publications appear in English only, unless it is a Welsh essential post, the role is based or is partly based in Wales, the role has a Welsh language requirement (any level) or it will be of some other benefit to recruit Welsh speakers.
- Ensure records of progress in this area are retained and included in the AMR.

6 Police entry schemes

New entry routes into the police service are currently being introduced, including the Policing Education Qualifications Framework (PEQF) and Direct Entry (inspector, superintendent and detective). The College will support Welsh forces in ensuring that all advertisements, information and FAQs on these routes are available bilingually.

The College will support local forces' media strategies to promote the schemes bilingually.

The College will formulate a working relationship with higher education establishments in Wales that assist in delivering these subjects.

A record of all developments in this area will be recorded and made available for the AMR.

7 Website

The College will make appropriate use of its public-facing website to support this scheme. The College will create a specific section on the website for Wales which will be available in Welsh and will ensure that at least the following information is available:

- a copy of this Welsh language scheme in Welsh and English
- a link to all Welsh police forces websites (all offering language choice)
- signposting to Welsh common phrases and greetings
- access to video blogs for Welsh learners
- signposting to all available bilingual documents that are specifically mentioned in this scheme

The College will respond to any social media-based Welsh (written) correspondence in Welsh and will ensure that any messages circulated that are relevant to Wales are bilingual.

The College will keep records of any introductions and amendments to its website and make this information available to the WLC in the AMR.

8 Bilingual documentation and publications (other than attraction, recruitment and training materials)

The College will consider the Welsh language in all future publications and documents available to staff and the public in Wales (as captured previously in this document). Translation services will prioritise the most important documents, eg, those that are relevant to staff or the public.

A list of documents that must be available bilingually is in [appendix A](#).

A list of the most frequently requested bilingual documents that will be prioritised for immediate translation can be seen in [appendix B](#).

Where a request for any additional College document to be made available bilingually is received, this will be considered on a case-by-case basis, and as a matter of public interest. A list of documents that could be considered for translation under certain circumstances and the criteria under which it will be considered are available in [appendix C](#).

Some documents should remain in English only by virtue of their content or target audience. A list can be found in [appendix D](#).

A record will be kept of all developments in translation and the documents available bilingually. The record will be included in the annual report to the WLC.

Where we publish material bilingually, there will be a presumption for the Welsh and English versions to be published together in one document. Where Welsh and English versions are published separately (for instance, where a single document would be too lengthy or bulky), we will ensure that both versions are of equal size and quality, are available at the same time and are equally accessible. Each version will note clearly that the material is available in the other language.

9 Training packages

The College will continue to support Welsh forces in offering bilingual training to its staff.

The College will continue to use existing translation arrangements to ensure that new material from the College is translated and made available to the respective training departments in Welsh and English from the outset.

The College will provide as much notice as possible to Welsh forces where there are any significant changes to the national curriculum so that translations can be considered at this time.

It will continue to be the responsibility of the College to ensure translations are completed and made available in a timely manner.

When College material is delivered to partner agencies by Welsh forces, the same translation considerations will apply.

A record will be maintained of any updated training package or translated material. This information will be included in the AMR.

The College will work towards producing bilingual learning materials in paper and electronic format in Welsh and English. This will ensure Welsh forces can comply with the relevant Welsh language standards that relate to training courses.

10 Grants and bursaries

The College offers grants and bursaries to staff under certain circumstances. Advertisements for such grants available in Wales will be made available bilingually.

Should any be awarded to staff from Wales, suitable conditions will be attached with regards the Welsh language. These conditions will offer some benefit for Welsh communities or the Welsh language within their area.

Any such funds and conditions should be recorded and the information made available to the WLC on request and as part of the College AMR.

11 College events

The College will commit to holding development events in Wales.

A number of locations have been identified across Wales which are available as venues for future events.

Such events will be publicised in both Welsh and English and attendees will be advised that they can contribute in their preferred language.

Simultaneous translation services will be made available at all events across Wales.

Details of all events held in Wales will be recorded and made available for the AMR.

12 Surveys and consultations

All internal staff surveys, consultations and feedback requests from the College that are to be circulated in Wales will be available bilingually.

Any survey that the College produces, either digitally or in person/paper, delivered to the Welsh public will be made available bilingually.

As these documents usually have a nationwide implication, these should be made available bilingually from the outset.

A record of any such surveys will be maintained and made available for the AMR.

13 Complaints and improvements

The College will be committed to resolving any Welsh language queries or complaints with the complainant and the WLC from the outset.

The College will respond and act on all feedback in relation to this scheme or the Welsh language and will ensure the individual who provided feedback is updated in their language of choice.

The College will continuously seek new and innovative ways to deliver against the (Welsh language) standards and enhance its services to the Welsh public and staff.

The College will respond in Welsh to any general correspondence received in Welsh.

Any developments in this area will be recorded and made available for the AMR.

14 Agents and contractors

The College will monitor the provision and administration of services by agents and contractors (including commissioned services) to ensure compliance with the scheme.

15 Governance

The College of Policing is fully committed to delivering against the contents of this scheme.

The scheme will sit under the DEI unit as part of the Workforce Development directorate.

The overall responsibility of ensuring the scheme is delivered and adhered to falls with the College of Policing CEO. The day-to-day coordination of the scheme will rest with the DEI department (D&I@college.police.uk).

The College will promote the scheme through NPCC Wales and forces in Wales so staff members across their organisations are aware of the scheme and its requirements.

NPCC Wales will continue to be accountable for its own area delivery against the (Welsh language) standards that chief constables are required to comply with and which this scheme links into.

16 Monitoring the implementation of the scheme

The College CEO will hold structured quarterly reviews on their performance in relation to the scheme. By requesting reports from those with primary responsibility, this will ensure the appropriate areas receive due attention.

17 Internal publicity for the language scheme

The College will raise employee awareness about the existence of the Welsh Language Scheme and its aims and objectives. Opportunities, such as internal training and briefing sessions, will be identified to distribute information. Any queries, feedback or concerns should be directed to the DEI unit as above.

Appendix A – Documents to be made available bilingually (when delivered or used within Wales)

- Most favoured documents by Welsh language leads as per appendix B
- Any new updates to training packages to be delivered in Wales
- Grants and bursary documentation – including advertisement and any conditions attached
- Advertisements regarding College events held in Wales – including specific mention of simultaneous translation being available and attendees being able to use their preferred language when contributing
- All College internal staff and public surveys for use in Wales
- Advertisements, information and FAQs on all existing and new police entry schemes
- Correspondence with anyone providing feedback or complaining about the scheme or its content
- Conference or seminar handouts
- AMR to the WLC

Appendix B – Documents requested by Welsh forces to be made available in Welsh as a priority

- Code of Ethics – full version
- National Decision Model
- Promotion information and national guidance
- Induction documents
- Initial Police Learning and Development Programme leaflets and national guidance
- Fast Track, Direct Entry and PEQF explanatory documents
- National Police Promotion Framework explanation/introductory documents

Appendix C – Items that could be considered for translation under certain circumstances

- Media releases
- College Vision/Plan on a Page – specifically anything diversity related
- Job advertisements – when specifically targeting diverse applications

Note: It is inevitable that the above will not encompass every sort of document. Staff should apply judgement in ensuring that they choose a suitable category on a comparative basis when assessing whether items should be bilingual. If there is any uncertainty, guidance should be sought from the College scheme coordinator or DEI unit.

Appendix D – Items that should remain in English only

- College annual reports, statistical documents and Freedom of Information results
- Conference or seminar materials, outside Wales
- Any internal document or correspondence that has no bearing on Welsh policing

Note – Since this WLS is specific and on a voluntary basis, consideration for translation on any document under [appendix C](#) will be made on a case-by-case basis. The overriding objective is being able to offer a language choice for staff and the public and providing the best value for money in all translation services.

Any documentation outside [appendix A](#) and [B](#) will therefore be considered with the below in mind:

- target audience – those documents available to the public will take priority
- public interest/demand – whether there is likely to be multiple requests
- maintaining confidence – in scheme and the College

About the College

We're the professional body for the police service in England and Wales.

Working together with everyone in policing, we share the skills and knowledge officers and staff need to prevent crime and keep people safe.

We set the standards in policing to build and preserve public trust and we help those in policing develop the expertise needed to meet the demands of today and prepare for the challenges of the future.

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