



Fèisean nan Gàidheal Gaelic Policy

Fèisean nan Gàidheal Risk Management and Policies

Date: 16 March 2014

Policy: Gaelic Policy

This policy forms part of: All policies

Related Policies, Staff Handbook

Purpose of Policy: To clarify the use of the Gaelic language in a work context within Fèisean nan Gàidheal and the Fèisean

Summary of Policy: Guidance on use of Gaelic both within the workplace and in other work-related situations, including the member Fèisean

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Submitted to Executive Group (date): February 2014.

Approved by Board (date): 16 May 2014.

Last Reviewed (date): March 2014.

This policy should be reviewed by (date): February 2015.

(Signed) Duncan MacQuarrie, Chair, Fèisean nan Gàidheal – 16 May 2014.

Foreword

Gaelic and its culture are at the heart of the work of Fèisean nan Gàidheal and its members. Accordingly, each individual and group that works with Fèisean nan Gàidheal must recognise and develop this valuable work. Fèisean nan Gàidheal is recognised as one of the main bodies working within the Gaelic community and as one of the leading arts organisations in Scotland.

Groups that receive support from Fèisean nan Gàidheal must adopt this Gaelic policy. Staff will offer support, guidance and encouragement in implementing the policy.

The policy outlines best practice for Fèisean nan Gàidheal and its members when dealing with Gaelic related matters. The policy will have the same status as any of the organisation's other policies.

Arthur Cormack, Chief Executive, February 2014

1.0 Policy Aim

To inform all individuals and groups involved with the work of Fèisean nan Gàidheal of the importance of Gaelic in all operations of the organisation. Fèisean nan Gàidheal will offer guidance and support to Fèisean, paid staff, committee members, tutors and board members as to how the policy should be implemented.

2.0 Strategy

2.1 Making the policy available

The policy is published on the organisation's website to which employees, members and the general public may be directed. It will be made available in paper copy on application.

The policy is highlighted to employees and board members when they take up post and they will be notified each time the policy is updated. Updates will be notified to members upon publication. Individuals will be directed to the policy whenever a question arises regarding language use by the organisation.

2.2 Implementation

The policy will be adopted by Fèisean as a condition of membership of Fèisean nan Gàidheal and by staff as a condition of contract. Responsibility for implementation will lie with the organisation in its entirety, and its members.

The organisation's staff will have particular responsibility to address the support needs of members in implementing the policy.

The policy will not be applicable retrospectively.

2.3 Evaluation

The policy will be reviewed annually, and updated as required.

2.4 Non-compliance

Since compliance with the policy is a condition of membership of Fèisean nan Gàidheal, individual members failing to comply may invalidate membership.

Any contravention of the policy which arises through the actions of the organisation's employees shall be dealt with according to Fèisean nan Gàidheal's disciplinary procedures.

3.0 Working-areas

3.1 Gaelic

Written material to appear in Gaelic will be written in Gaelic first or translated to Gaelic if the author does not have the ability to write in Gaelic.

3.2 Other Languages

It will be recognised that Gaelic is the particular focus of the work of Fèisean nan Gàidheal, but all other languages will be held in parity of esteem and every effort will be made to include in activities those who do not have Gaelic abilities.

4.0 Communications

4.1 Reception and phone

Visitors to Fèisean nan Gàidheal's offices and those telephoning will be met with a short welcome in Gaelic. The language of communication will subsequently be informed by that person's response and chosen language.

4.2 Written communication

Written communications on behalf of Fèisean nan Gàidheal (electronic or otherwise) will be in Gaelic only in the case of groups who answer Gaelic communications as a matter of policy, groups considered to be Gaelic groups and individuals whose last communication to the organisation was in Gaelic. In other situations the language of communication should be selected as judged appropriate.

4.3 Website

The website will appear in Gaelic first with the option of entering an identical English site.

Staff will be responsible for ensuring that all information uploaded is done so in both languages.

4.4 Forms

4.4.1 Production of forms or questionnaires on behalf of the Organisation

Where Fèisean nan Gàidheal is requesting information from a number of respondents, a bilingual format shall be used.

In the case of individual requests, Gaelic only will be used where respondents are known to be fluent. A bilingual format will be used (Gaelic first) where respondents are known not to be fluent in Gaelic or where fluency is unknown.

4.4.2 Completion on behalf of the Organisation

Forms and questionnaires will be completed according to the language of the questions. If there is a choice of languages, Gaelic will be used if included amongst these.

4.5 Addresses

In the case of Scottish addresses with known postcode: (1) family, house and building names will be used in the form in which they are given; (2) street names will be represented in Gaelic where these are officially acknowledged (for example by a street sign); (3) postal district, region, area or island names will be represented according to the Scotland map published by Stòrlann; (4) the postcode will be used.

In the case of Scottish addresses without known postcode, steps (1) and (2) above will be followed and the rest of the address written in English only.

In the case of addresses outside Scotland, Gaelic shall not be used for addresses.

4.6 Personal names

In official communication or other situations in any language, the personal and family names of each person shall be used in the format preferred by that person. If the person uses different forms in different language situations, these shall be observed, if known.

4.7 Orthography

In written materials on behalf of Fèisean nan Gàidheal, Gaelic will be written according to the GOC3 guidelines (Gaelic Orthographic Conventions, 2009), except in specific situations. For example, the acute accent will not be used in written materials EXCEPT where its retention is essential in representing pronunciation of song lyrics or other material in oral tradition, and particularly where it is essential in representing dialectal variations.

4.8 Signage

Internal signage in Fèisean nan Gàidheal offices and the buildings used by members will be in Gaelic only, with use made of pictures and symbols to aid non-Gaelic speakers.

4.9 Form of names within the Organisation

Fèisean nan Gàidheal and the Gaelic form of the names of individual Fèisean will be used. When a new Fèis applies for membership, the advice of Fèisean nan Gàidheal must be taken regarding the new member's name. Fèisean nan Gàidheal may take academic advice on any such name.

5.0 Publication

5.1 Proofreading

Members may request proofreading services from Fèisean nan Gàidheal before releasing any publicly available Gaelic text.

5.2 Press releases

Releases will be sent to the Gaelic media in Gaelic or bilingually (Gaelic first). Releases to other media will be bilingual.

5.3 Advertising and publicity

Adverts and other publicity will be published in Gaelic if it is expected that that the readers can read Gaelic, or bilingually in all other cases.

6.0 Working methods

6.1 Organisation language use

Gaelic is the working language of Fèisean nan Gàidheal but every effort will be made to serve the interests of non-speakers. The organisation's chief aim is the promotion of Gaelic culture and, as such, every individual involved must recognise the central place of Gaelic, and the use of Gaelic in its work, and should make every effort to promote Gaelic throughout the organisation.

6.2 Fèisean nan Gàidheal staff language use

The working language of Fèisean nan Gàidheal is Gaelic and it is expected that Gaelic be used at every possible opportunity in the offices of the organisation, in other locations and during travel to and from those locations on behalf of the Fèisean nan Gàidheal.

6.3 Board meeting language use

Gaelic will be the working language at board meetings. A translation service will be provided.

6.4 Language use by Fèisean

Fèisean will be required to support the development of the use, encouragement and advancement of the Gaelic language (see 6.5).

Each Fèis shall appoint a Gaelic Officer on their committee who will be responsible for Gaelic Policy issues and any language matters during any Fèis events.

The working language of members will be decided by the members themselves, however it will be expected that Gaelic is used at every event if this is within the ability of the members present.

Fèis participants will be expected to use Gaelic to the best of their ability, and the Fèisean will make every effort to ensure that their participants receive tuition commensurate with their level of fluency.

6.5 Tutors and Language Use

Measures are in place to develop tutors language abilities at all levels of fluency. Following research carried out in 2009/10, tutors will be offered support and guidance in developing their Gaelic skills at a level which is suitable to them. Courses are provided by Fèisean nan Gàidheal and within local communities to help learners advance their Gaelic language skills. Assistance with costs is available from Fèisean nan Gàidheal.

It is expected that:

- All tutors will have at least a basic level of Gaelic ability
- The number of tutors who are fluent in the language and able to teach through the medium of Gaelic will be increased.
- Tutors will not be allowed to teach at a Fèis without providing evidence that they have made efforts to learn at least some Gaelic.

Responsibilities of Fèisean nan Gàidheal

- Fèisean nan Gàidheal will encourage the Gaelic abilities of all tutors and will offer appropriate training and support to tutors who require it.
- Useful phrases and words relating to Fèis activities will be made available online.
- A database will be kept of all tutors in which steps taken in their language development will be recorded.

Responsibility of Fèisean

- Fèisean must make a contract with each tutor concerning their use of Gaelic at the Fèis. This may be as part of their general contract.
- Fèisean must organise a class for all tutors in relation to Gaelic awareness at Fèisean and the principle of the Fèis movement, as well as to teach useful phrases and words to those tutors not fluent in Gaelic.
- Fèisean should not employ tutors unless they have made an effort to learn at least some Gaelic.

Responsibly of tutors

Fèis tutors are responsible for developing their Gaelic language abilities and for providing evidence that they have sufficient Gaelic to teach at a Fèis. Fèisean nan Gàidheal will offer support and guidance to ensure that successful developments are made.

At each Fèis the following principles should be followed:

- Tutors who are fluent in Gaelic: Gaelic will be used as far as possible to establish a Gaelic environment.
- Tutors with different levels of fluency: Gaelic will be used as much as possible. Efforts will be made to give tutors extra support to expand their language abilities.

- Tutors with no Gaelic: basic phrases will be learned for use in tuition to acknowledge the Gaelic environment of Fèisean. Efforts will be made to give tutors extra support to expand their language abilities.

6.6 Language provisions for participants

All members must offer tuition through the medium of Gaelic to participants that are fluent in Gaelic and participants' language ability must be recorded at the earliest opportunity. If the number of fluent speaker is not sufficient to make a Gaelic medium class viable, teaching must be bilingual.

Gaelic should be taught to non-Gaelic speaking participants in at least one session each day, with pastimes/classes at a suitable level. Classes or pastimes will be arranged for those who are fluent.

6.7 Public meetings, special events etc

Public meetings, special events etc will be held in Gaelic or bilingually, with offer of a translation service.

7.0 Staffing

7.1 Recruitment

In most instances the ability to read, write, speak and understand Gaelic will be essential skills in all new or renewed job descriptions within Fèisean nan Gàidheal. These same skills will be advantageous for the employees of the Fèisean and essential for employees of members offering exclusively Gaelic-medium tuition.

7.2 Language support and training

It is recognised that Fèisean nan Gàidheal staff and Fèisean staff will require daily support with reading, writing, speech and comprehension skills in Gaelic and facilities will be put in place to meet these. A personal support structure will be established for staff to address any gap in skills that may have a serious effect on work.

Development and training in reading, writing, speech and comprehension skills will be regarded as essential to the work of staff (salaried or otherwise) of Fèisean nan Gàidheal. This will be incorporated into the Fèisean nan Gàidheal training programme.

Training will also be offered in language and non-language related subjects, e.g. Child Protection, ICT, Media Skills, through the medium of Gaelic.