

# Cardiff Third Sector Council

Your local county voluntary council

## 10. Promotion and marketing

### 10.8 Accessible formats and languages



This document sets out what organisations should do to ensure that the information they provide is accessible to all.

#### **‘Accessible’ means:**

- information can be obtained easily
- information obtained is in your preferred way or format
- end users can understand it, and
- reach it physically

#### **Your aims should be to:**

- remove barriers to accessing information wherever possible
- comply with all legal duties and responsibilities in terms of access to information
- ensure all our staff are aware of the options for the provision of information and promote those options to residents

#### **How do you supply information?**

##### **By telephone**

Always quote a preferred ‘main’ number and welcome calls through:

- **typetalk** (provides a link between any textphone user and a hearing person).
- a **minicom** number (this service is a telephone typewriter device for communication between deaf, hard of hearing, speech-impaired and/or hearing persons).

##### **In person or in writing**

Remember to advertise your full address and postcode so that people can visit you easily. State your normal public hours, and if appointments can be made outside these hours. If you encourage visitors, ensure that your reception areas are fully accessible.

##### **Fax**

Fax is still preferred by some users and is useful for returning documents that require a signature.

## **On line**

Encourage people to contact you via e-mail but consider a generic e-mail that is accessed by more than one person for general enquiries, as opposed to a named individual, as they could be on leave etc. Your website should also show your full contact details and have the ability to send an e-mail from or by the use of an on-line form.

## **Languages other than English/Welsh**

Consider telephone interpretation, which allows you to access a telephone translation service whilst your enquirers are on the line. Face to face interpretation - if you have an appointment to discuss a specific issue you may need to arrange to have an interpreter present.

## **Translations**

Consider information that your organisation distributes and whether it would be useful or beneficial for this written information to be translated into and available in languages other than English. Consider simultaneous translations from Welsh for larger events.

## **Other formats**

### **Large print**

Standard letters and information should be provided in point size 12 as a minimum. However, you should always offer to provide on request, the information in a larger point size than this.

### **Braille**

Offer your information in Braille. This could take approximately 2 weeks to source. For further information please contact RNIB. Please note that your information may be translated into English Braille or Welsh Braille.

### **Audio tape**

Information can be made available on tape and again this could take approximately 2 weeks. For further information please contact RNIB or Wales Council for the Blind.

### **Signers**

It may be necessary for you to provide British Sign Language at meetings and events. This also needs to be arranged at least 2 weeks in advance.

For further information please contact RNID or Wales Council for Deaf People.

## Easy read

Easy Read is high quality accessible information aimed at people with a learning disability.

Learning Disability Wales operates an Easy Read service and you can find more information about their service and what they do here:

[www.easyreadwales.org.uk](http://www.easyreadwales.org.uk)

## Further information

RNIB

Tel: 029 2045 0440

Fax: 029 2044 9550

[CymruEvents@rnib.org.uk](mailto:CymruEvents@rnib.org.uk)

RNID

Tel: 0808 808 0123

Textphone: 0808 808 9000

[informationline@rnid.org.uk](mailto:informationline@rnid.org.uk)

Vision in Wales

Tel: 029 20473954

[richard@wcb-ccd.org.uk](mailto:richard@wcb-ccd.org.uk)

[www.wcb-ccd.org.uk](http://www.wcb-ccd.org.uk)

Wales Council for Deaf People

Tel: 01443 485 687

Fax: 01443 408 555

Textphone: 01443 485 686

[mail@wcdeaf.org.uk](mailto:mail@wcdeaf.org.uk)

[www.wcdeaf.org.uk](http://www.wcdeaf.org.uk)

Welsh Language Commissioner

Tel: 0845 6033 221

[post@welshlanguagecommissioner.org](mailto:post@welshlanguagecommissioner.org)

[www.welshlanguagecommissioner.org](http://www.welshlanguagecommissioner.org)

Learning Disability Wales

Easy Read Service

Tel: 029 2068 1160

[easyread@ldw.org.uk](mailto:easyread@ldw.org.uk)

[www.easyreadwales.org.uk](http://www.easyreadwales.org.uk)

## Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

### For further information contact

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