

Ref. No: 1865
Date: 30th June 2025
Subject: Translation and Interpreting

REQUEST

1. Does the Board have guidelines on translation and interpreting?
2. If so, please could you share the guidelines/ policy?
3. Does the Board offer (separate) guidance for multilingual members of staff in regard to translation and interpreting?
4. If so, please could you share the guidelines/ policy?
5. Does the Board hold a database or record of languages spoken by staff?
6. Does the Board employ in-house interpreters?

RESPONSE

1. Does the Board have guidelines on translation and interpreting?

yes, we have a policy to meet the communication needs of patients which includes information on how to access the interpreting and translation services for staff information

2. If so, please could you share the guidelines/ policy?

This is attached

3. Does the Board offer (separate) guidance for multilingual members of staff in regard to translation and interpreting?

This is available on request

4. If so, please could you share the guidelines/ policy?

n/a

5. Does the Board hold a database or record of languages spoken by staff?

No

6. Does the Board employ in-house interpreters?

No. we use external providers for all interpreting services