

## **Checklist for a Centre of Excellence**

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### **A. Location**

- The Centre is located within 2/4 hours travelling time by road of major centres of population.
- It is also a short distance from the rail network.
- Other facilities nearby include access to 'natural' adventurous activity environments, eg water and land designated as Terrain 1 & 2 areas.
- Additional nearby facilities to include a swimming pool, supermarket and other places of interest / activity for young people.

### **B. Visitor Packages'**

#### **1. Scouts/Guides/Youth Groups/School Groups**

- The Centre can offer a range of packages from a standard indoor accommodation / self-catering /self-programming choice to the provision of a fully programmed and catered package.
- There are camping opportunities ranging from "wilderness" to "fixed static" sites with all equipment provided.
- An alternative to a residential package is the opportunity to participate in an activity day choosing either one or more activities from those offered on or off site.
- The centre can offer young people the opportunity to participate in a residential programme.

#### **2. Training Courses**

- The Centre offers facilities for youth and/or adult training courses, either on a residential or daily basis.
- For young people the Centre itself offers individuals or organised groups training courses such as:
  - camping skills
  - survival skills
  - activity skills (eg climbing, abseiling, skateboarding)
  - Leadership training for young people
  - day camps
  - community courses and evening classes
- For adults the Centre itself offers individuals or organised groups training courses such as:
  - leadership training
  - team building
  - outdoor activity skills
  - first aid
  - community courses and evening classes

The Centre has partnership agreements with other agencies providing training, such as Connexions, the Princes Trust, and the Duke of Edinburgh Award.

### 3. Events and Open Days

- The Centre offers facilities for Scouting and other organisations to run residential or one day events, such as a County Activity Days.
- The Centre runs 'Scouting Open Days' for members and non-members, offering a range of 'taster' activities and providing information about Scouting in the local area.
- It also supports Counties and Districts in providing Leader 'Thank You' activity days and evenings.

The 'Scouting Open Days' are organised by the Centre in partnership with the local Counties/Districts and the Headquarters Development Team.

### 4. Staffing

- The Centre is staffed by an experienced Centre Manager supported by a team of skilled – and where appropriate qualified - part-time / full-time instructors and support staff.
- There is a core team of paid staff, but there are also instructor and support opportunities at the Centre for Explorer Scout Units, Scout Fellowships and Scouting volunteers from the UK and other countries.
- There are also employee training scheme partnerships with local and national Government agencies as appropriate.

### 5. Centre Policies

- The Centre is operated so as to cause the minimum amount of disturbance to the local environment.
- The Centre works towards the concepts of SCENCES (Scout Centres of Excellence for Nature and Environment) and has a nature and environmental policy.
- It aims to provide where possible equal access for those with disabilities to its facilities and its activities.
- It maintains strong international links, through its International Centre Staff Programme and international awareness activities.
- The Centre provides a 'shop window' for Scouting in the local community but also through its partnerships with other organisations and agencies it seeks to support the development of young people in the wider area.
- The Centre is one of a number of national 'Excellence Centres' which offer a range of visitor packages that complement each other and together provide the possibility of a progressive, learning experiences to young people.
- The Centre operates a 'Customer Service Excellence Charter' which provides group leaders the security of activities provided through healthy and secure operating procedures. This includes a Health and Safety Policy, Child Protection Policy and clear emergency procedures.
- The Centre is used regularly by national teams / HQ volunteers for meetings and events in the area.
- The Centre's policies are reviewed annually.

## **C: Facilities**

### **1. Indoor Accommodation**

- The Centre offers indoor accommodation, primarily suited for Cub Scouts / Scouts and similar aged school and other youth groups.
- The 'Pack Holiday' accommodation comprises [as a minimum] sleeping accommodation for 36, in seven by four bedded rooms for youth members, two by two bedded rooms for either young people or adults and four single bedrooms for leaders and other adults. All rooms have en-suite facilities. The leader's rooms have telephone and internet access points.
- The building has one main multifunction room for dining and indoor activities; two smaller group activity rooms and a self-catering kitchen. However a full catering service is available in the camp centre building if a visiting group so wishes to avail itself of this facility.
- Additional facilities include a wet changing area with washing machine / tumble dryer, drying room and outside activity space adjacent to the building.
- [Additional accommodation units will be provided to meet identified demand as the Centre establishes itself].

### **2. Camping Facilities**

#### **a). Patrol Campsites**

- The Centre has a number of "wooded" Patrol campsites each equipped with a fixed cooking area, water supply, electricity and waste water drainage.
- There is shared access to ablution blocks within a reasonable distance from each site.

#### **b). Wilderness Campsites**

- There are several designated wilderness areas for "survival" type camping and activities.
- These wilderness sites have shared access to ablution blocks at some distance from these sites.

#### **c). Troop / Group / Family Campsites**

- There are a number of "wooded" and/or "open" campsites for up to 36 campers and all their equipment including a small marquee or mess tent.
- Each site is allocated a designated ablution facility [There are several independent units in each ablution block.]
- Each site has a water supply, foul water drainage and washing up facilities.
- Electrical 'hook up' facilities are also available.
- Permanent fire bases are provided.
- Some of the sites are permanently equipped with tents, camp kitchens etc. [These pre-equipped sites are available to visiting groups and are also used when the Centre runs its own activity / programmed camping weeks].

### **3. Activity Area**

- The Centre has a large open space close by the main camp centre, for activities, large day events or additional 'event' camping space.
- The area is equipped to enable 'hook ups' for water, electricity, foul water drainage and communications.

- Toilet/ablution facilities are available in the main camp centre or by the provision of temporary units around the area for larger events.

#### **4. All Weather Activity Unit**

- The centre has an all weather activity unit of a size appropriate to the Centre's capacity.
- The unit is large enough to enable indoor sports, such as basketball, hockey, five-a-side, volleyball and skateboarding. It is also equipped with an indoor bouldering wall.
- In separate sections [securable] there is an all weather climbing/abseiling wall and entrance to the man made underground 'caving' complex.
- There are two other secure areas where activities such as archery and air rifle shooting can be set up.

#### **5. On Site Activities**

- The Centre offers a range of on site activities ideally including:
  - high ropes course
  - low ropes course
  - environmental activities
  - pedal karts
  - grass sledding
  - orienteering
  - pioneering
  - opportunities for individual / team building games
  - global awareness
- The Centre offers a range of programme/activity opportunities for Scouts, Guides and other youth groups such as school parties (which can be tailored to complement elements of the national curriculum).
- Activity specific training sessions and courses.
- It also offers a range of training and development courses for adults.

#### **6. Off Site Activities**

- The Centre has partnership arrangements with other activity and leisure providers in the area.
- The Centre offers a mini bus service to these facilities and other places of interest.

#### **7. Camp Centre**

- The camp centre comprises the following facilities [these may be located in more than one unit];
  - Guest reception area
  - Centre office with CCTV site monitoring facilities, staff toilets and kitchenette
  - Visitor toilets
  - Trading outlet / selling space [possibly an external vending area]
  - Equipment / activity store

- Training / activity / catering unit of a size appropriate to the Centre capacity with four breakout/activity rooms (for 10 persons). This is ideal for training days, presentations, large meetings or feeding large groups.
- Kitchen providing a fully catered service.
- Group leaders social area.
- Information, communication and technology area.

**Note:** There is a maintenance store/workshop located away from the camp centre and main user areas.

#### **8. Staff Accommodation**

- Overnight accommodation for the senior duty staff member is provided in a two bedroom flat, with lounge and small kitchen.
- Other seasonal and volunteer staff are accommodated in single 'study' bedrooms with en-suite facilities in the same accommodation unit.

#### **D. Bookings**

- The Centre is one of a number of Excellence Centres operated by The Scout Association. The Centre is promoted locally by the Centre Manager and nationally by The Scout Association.
- All Centre bookings can be made by phone, fax, and email or via the Centre's or The Scout Associations web-site. All the centres' bookings are managed centrally.