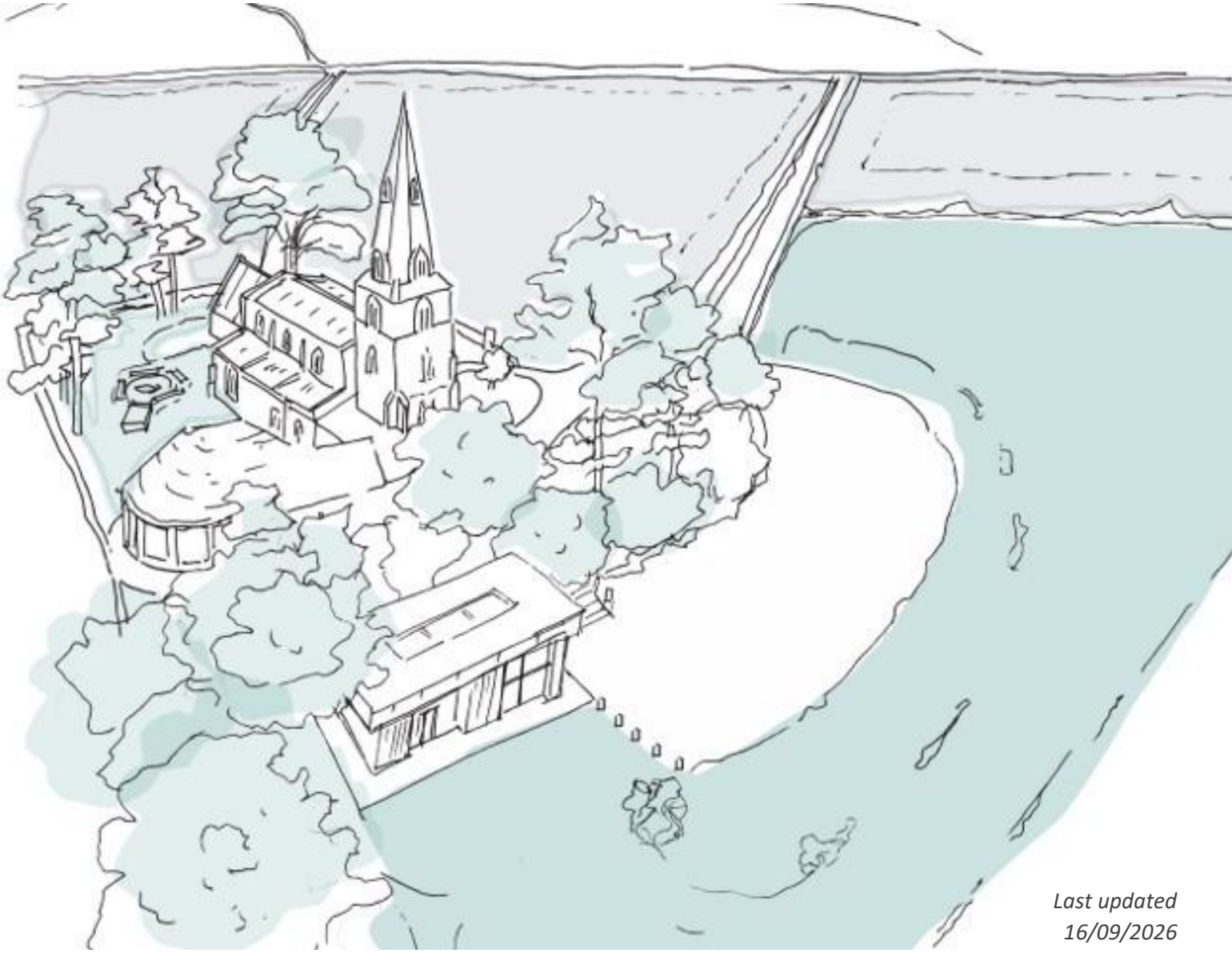
LOtC Quality Badge

Council for Learning Outside the Classroom

the Chellington Centre

Schools Information Pack



Last updated 16/09/2026

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Terms & Conditions for Hiring The Chellington Centre

01234 720726 | admin@chellington.org | www.chellington.org

Contact Information

The Chellington Centre Charity is run by a small team of staff, supported by local volunteers and the Board of Trustees.

We are always happy to discuss and advise on any specific requirements you may have prior to or during your stay.

During your stay, the best non-emergency contact during office hours (Mon-Fri 9:30am-4:30pm) is via the admin team.

01234 720726

admin@chellington.org

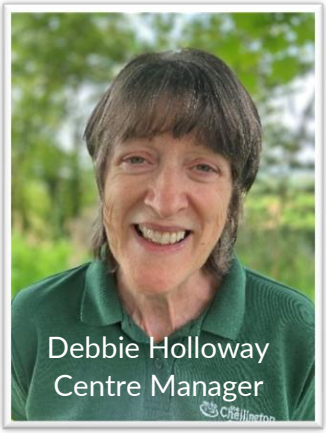
www.chellington.org

The Chellington Centre, Felmersham Road, Carlton, Bedfordshire, MK43 7NA

The Chellington Centre Charity
Registered Charity Number: 1156511
Registered Company Number: 87943423

Emergency Contact

- For fire, police and ambulance call 999.
- Outside office hours, a named Duty Manager will be on-call for the duration of your stay. They can be contacted at any time on the office number: 01234 720726. **Do not text** this number as phones are diverted.
- If we need to contact you during your Hire Period, we will contact the designated Group Leader (using the number stated on your Group Agreement paperwork) who will be on site for the duration of the Hire Period and will take overall responsibility for the Site and all Group Members.



Your Booking

Duration of Your Stay

Overnight Bookings usually run from 5pm on your arrival day to midday on your exit day and 'Day Booking' events 8am-4pm.

You may be able to extend a stay by prior written arrangement; we usually make an hourly or daily charge for this. Please contact the office well-ahead of the dates chosen to discuss.

Terms & Conditions

Please refer to our *Terms & Conditions* for hiring The Chellington Centre. If you have any further queries regarding your stay, please do not hesitate to contact us at admin@chellington.org or call 01234 720726.

Accessibility

We welcome groups of all kinds, especially school and youth groups. We want to be open and accessible to all visitors to ensure that the widest number of people can enjoy the experience. For details about our accessible facilities, please refer to our *Accessibility Guide*.

Insurance

The Chellington Centre Charity's Insurance Policy includes Public Liability Insurance and Employers Liability Insurance covering its legal liability to third parties that arise from The Chellington Centre's negligence.

It also provides Hirers' Liability Insurance Cover for charitable organisations, voluntary organisations, not for-profit groups and individuals using the Centre. See *Hirer's Public Liability Summary of Cover.*

Activities

We have a wide range of on-site activities. Please ensure you have booked any activities in advance of your stay. See www.chellington.org/activities or call us on 01234 720726.

If you have already booked any activity packages or partnered activities through us, one of the Chellington team will contact you by email to discuss any programmes or activities you have arranged.

We have also put together a list of other local activities and amenities that may be of interest to your group: Local Activities & Amenities

Bookable Extras

The following additional items can be booked under 'Extras' at www.chellington.org/booking or by calling the office on 01235 720726.

Please check your Booking invoice to make sure any extras requested are listed on your invoice.

Media & Film Package

- 55" 4K LED Smart TV (Panasonic TX-55FX700B) fixed in Ibbett room (with HDMI cable) very popular for presentations
- PA portable speaker system (QTX busker12) with two portable microphones (great for karaoke)
- Portable projector (Nebula Mars 3 Air)
- 2 Otone speakers (Afineo 2.0)
- 2 portable pull-up projection screens (2m x 1.5m and 1.2m x 1.2m)
- Portable trolley with locking wheels, power extension cable
- Flip chart with A1 paper
- White board with dry-wipe pens
- DVD player

Please note that staff do not usually help with setting up this equipment unless agreed in advance.

A Kawai CA401 digital piano on castors is situated in the Ibbett Room and is available for all to use.

Games Package - Indoor & Outdoor

Indoor table tennis table with bats and balls, table football, wooden rounders set and balls, x6 badminton rackets and shuttles, net for indoor and outdoor use (supervision advised), giant Jenga, giant Connect 4, board games, cards, 4 and 16 handled parachute silks, various balls and tug-of-war rope (we have gardens and a large flat, rounders field).

Bedding and Bed Linen Package

We encourage you to bring your own bedding such as a sleeping bag or duvet, along with bedlinen. Single fitted sheets are ideal as all beds measure 80cm wide and 17cm deep.

Please note that pillows (with protective covers) will be provided; however bedding, bed linen and towels are not included in a standard Booking.

If you would like to pre-order our full bed linen package - which includes a 10.5 tog duvet, cotton duvet cover, single fitted sheet and cotton pillowcase - please book it under 'Extras' or contact the office directly.

Towel Hire

100% cotton bath towels (130cm x 70cm) are available to hire.

Campfire Kindling & Logs

Pre-order a bag of dried kindling and a bag of logs ready for your campfire or bring your own. Please see page 20 for further information on this.

Gazebo

Hire our high-quality gazebo 6m x 3m (head clearance 2.4 metres minimum)

Choose from field or garden locations.

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Share our Commitment to the Environment

The Chellington Centre is located on an ancient site where communities have existed in harmony since the Bronze Age. Important medieval industries were all present here - sheep farming, leatherwork, lacemaking and reed weaving. As custodians, we have made a commitment to share knowledge, engage and lead in caring for our environment. This is particularly important to us as we work with young people whose future will be impacted by how we operate.

We are proud to have achieved Silver Award certification from Green Tourism in recognition of our extensive work in developing a sustainable, biodiverse Centre in direct response to our commitment to young people, our community and the planet.

Green Education

Our ongoing initiatives include: nature walks, nature identification boards, re- wilding activity (tree and hedgerow planting, wildflower bridging), socio-historical quizzes, binocular bird- spotting, star-gazing, eco-signage tips and on-site forest school activities.

Energy Use

We use 100% renewable electricity from wind and hydro sources. An energy-efficient air-source system provides underfloor heating and hot water, while double glazing and high insulation reduces heat loss, making it comfortable and sustainable for year-round accommodation. 90% of our lighting is low consumption LED.

Recycling & Waste

We prioritise sourcing ecological and recycled products and have drastically reduced our landfill waste and recycling. We continue to work with our groups and local partners to improve further.

Please bring only essential packaging you really need as our waste and recycling facilities are limited, and read: Recycling & Waste Guidelines before your vist.

Single-Use

The use of single-use cutlery, plates, bowls, cups or plastic water bottles is not permitted. Please remember this when you are planning your trip.

Drinking Water

Our Bedfordshire water is safe to drink and lovely from the tap. Reusable polycarbonate tumblers are available for your use.

Local Food Sourcing

We encourage you to support our local "Carlton Village Shop" and local farms if you can. There are several local farmers and shops who can help you with any bulk meat, veg, fruit and dairy needs. They can deliver boxes of fresh groceries or bulk supplies with only a few days' notice: Local Food

Food Delivery

Please arrange a delivery time for after your own arrival time as we cannot normally meet an order on your behalf.

Most supermarkets deliver to us (MK43 7NA) as well as the Carlton Village Shop and other local suppliers.

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What to Bring

Suggested kit list for children and leaders

- Sleeping bag or duvet with duvet cover, single sheet and pillowcase (Other than a pillow with protective slip, bedding is not provided by The Chellington Centre unless your Group Leader has booked a bed linen package)
- Wash kit & towel
- Nightwear
- Clothing: Inside – a couple of layers, the Centre is insulated and heated, so comfortable temperature year-round, but in winter a wool layer is also advised.
- Clothing: Outside - seasonal, ones you don't mind getting dirty outside!
- Indoor shoes (eg slippers, clean trainers, flip-flops), in winter the stone floor is under-heated
- Outdoor shoes (eg trainers or boots you don't mind getting muddy!)
- Wet weather gear (wellies, waterproof coat)
- Torch for outside walks (inside there are movement sensitive night-lights/ beside lamps)
- Camera (optional)
- Sun cream and sun hat or woolly hat and scarf

Equipment for the group

- Spare torches and batteries (for outside, inside has movement-sensitive night-lighting)
- First Aid kit as required (we do keep 3 “Large” kits on-site but a charge may be applied if used
- Indoor games not already supplied at the Centre (see main hall description and Games Pack)
- Anything else needed for activities in your programme

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Your Arrival

Please note the following:

- Standard arrival times are 5:00pm for overnight stays and 9:00am for day bookings, unless alternative times have been agreed in writing.
- A member of staff will be on-site to welcome you, and a Duty Manager will be on call for the duration of your stay.
- If you expect to arrive after 5:00pm, you must arrange this in advance so that the out-of-hours Duty Manager can meet you. An emergency contact number will be provided.
- If you are delayed and will miss your agreed arrival time, please call us on the number(s) provided. If you are more than one hour late without notifying us, the Duty Manager may have to leave, which could delay access on arrival.
- Please do not arrive significantly earlier than your agreed time, as this may disrupt departing groups or our team preparing the site for your visit.

On arrival, please allow 15 minutes for an Orientation that will include:

- important Fire Safety information including our emergency evacuation plan
- an inventory check
- signing the Agreement
- handing over of keys
- handover of any packages / equipment you may have booked

Feel free to call us in advance to discuss any questions, concerns or specific requirements.

We hope you have a wonderful stay!

Directions to The Chellington Centre
Car / Coach Routes (pdf)
Public Transport & On Foot (pdf)

The entrance is 75 metres west of where the satnav would stop you.

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Vehicle Parking

Driveway & Car Park

- A site speed limit of 5mph applies at all times. Please take care for vehicles arriving and departing along single-track access driveway.
- The car park is not a designated play area unless it has been clearly roped off for activities. If you wish to use it for activities, we recommend closing the inner gate and arranging parked cars accordingly.
- The gravel parking area can accommodate approximately 20 cars.

Accessible Parking

- One clearly signposted accessible parking space is located directly in front of the main building entrance.
- If additional accessible access is needed, drivers should drop off passengers at the main entrance and then park in the main car park. This helps keep access clear for emergency vehicles at all times.
- Accessible parking for the Herald Building and Red Kite Camping is situated at the lower end of the gravel car park, adjacent to the Herald Building.

See our *Accessibility Plan* for more information.

Unloading Cars and Minibuses

You may use the top tarmac area for unloading. Once finished, please move your car or minibus to the gravel parking area. If you are expecting a coach, we recommend parking other vehicles towards the lower end of the car park, near the Herald Building, to keep access clear.

Coaches – Dropping Off & Picking Up

(See also *Directions to the Chellington Centre*)
Coaches should normally drop off and collect passengers at the signed Accessible Parking space on the top tarmac area in front of the main (church) building. Please turn into the gravel car park and reverse onto the top deck.

If you are unsure on arrival, please call the office on 01234 720726 and we will do our best to assist you.

Turning Space: the upper section of the gravel parking area is the most suitable place for a three-point turn. Adjustments have been made to support this, including repositioning a gate, extending the gravel and reducing the hedgerow.

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Health & Safety

Consideration for health and safety runs through everything we do. We operate comprehensive risk assessments for the whole site including fire safety and accommodation areas.

All site risk assessments are linked from this document, and a printed copy can be found in the Group Leader's Folder on the main building reception desk:

Health and Safety Policy (pdf)
Fire Safety Policy (pdf)

Dynamic risk assessments are carried out on an ongoing basis for all activities, either by a member of TCC staff or by the relevant third-party activity provider.

Group Leaders must ensure they have read the relevant procedure and carried out their own dynamic risk assessment before undertaking any activity:

- Barbeque Procedure
- Campfire Procedure

Group Leader's Responsibilities

Supervision and Behaviour

The Group Leader is responsible for the supervision and behaviour of their Group Members/Guests at all times and should ensure all Group Members and Guests are aware of and adhere to our Code of Conduct.

Code of Conduct:

- Treat all staff, volunteers, fellow visitors at The Chellington Centre, and neighbouring local residents with courtesy and respect.
- Respect all property – including the Centre's buildings, facilities, equipment and any other belongings. The cost of any deliberate damage will normally be charged to the Group Leader.
- Avoid anti-social behaviour, including offensive or abusive language, threatening conduct or bullying.
- Be aware that theft and other illegal activities will be reported to the police.
- Follow The Countryside Code at all times.

Safety and Security

The Group Leader is responsible for the security of the building and grounds during the Hire Period. This includes ensuring familiarity with emergency exits, alarm systems and evacuation procedures.

For fire safety purposes, the Group Leader acts as the *Responsible Person* and must ensure all group members understand emergency procedures, that fire risks are monitored, and that suitable precautions are taken at all times.

See Group Leader's Fire Safety Responsibilities

Health and First Aid

The Group Leader is responsible for providing first aid, keeping records of any accidents or incidents, and having a plan for serious emergencies.

Safeguarding

Safeguarding children and vulnerable adults is a key responsibility, including ensuring supervising adults have the required checks and reporting any concerns appropriately.

Insurance

The Group Leader should ensure the group has valid insurance coverage and comply with relevant safety and legal regulations.

Please also refer to our Code of Practice for further details on Group Leader's Responsibilities.

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Site Security

External Doors

We advise that you keep the main front and garden doors locked at night using the thumb turn locks. The push bar fire exit doors to the Ibbett Room and Old Entrance should be kept firmly closed.

Gates

There are two gates at the start (outer) and end (inner) of the driveway to the Centre.

We advise you to close the inner gate whilst your group is in residence. A combination padlock is available for your use - please request at Orientation.

The driveway is a bridlepath and permissive footpath and there may be occasional walkers passing by in the adjacent field (behind stone wall).

The outer gate (nearest the road) at the far end of the driveway can also be closed to avoid unwanted vehicles approaching the Site.

Outside Lighting

All site buildings have exterior pathway lights that, along with three car park lights, should come on automatically at dusk until midnight.

Some additional outside lights must be operated manually as they are not on timers or movement sensors:

- Main Building Reception entrance exterior lights and emergency pathways – switch located in the corridor just past the washrooms, opposite the Sparrowhawk bunkroom.
- Rear Gardens / Campfire Area – switch located to the left of the notice board in Reception
- Camping floodlight - useful for arrivals at night; can be turned on/off by request.

Other exterior lights are connected to motion sensors for safety, and a small light at the old entrance stays on all night but should not cause disturbance.

Please note:

- On weekdays, staff may be on site in the admin area in the Herald Building at the bottom of the Car Park.
- Deliveries and service visits to the site are carefully managed. If urgent repairs or outside work are required during your stay, every effort will be made to minimise any disruption.
- Staff and volunteers always wear ID badges and staff will introduce themselves to a group leader on arrival. Any other visitors should be referred to our general enquiries number **01234 720726** (also displayed on the front door).

Alarms & Evacuation

The site is equipped with a modern fire & intruder alarm system linked to the emergency services.

The intruder alarm will be off when you arrive and will not be active while you are in the buildings. If you leave the Centre unattended, you must set the alarm as you leave as instructed during Orientation. Full 'INTRUDER ALARM' instructions are also in the Group Leaders Folder at Reception.

Fire Safety features include activation sounders and light beacons in toilets, designated fire exits, break-glass call points and an emergency evacuation plan. *See Fire Safety Policy and Group Leader's Fire Safety Responsibilities for full details.*

Please ensure no chairs or equipment block any emergency fire exits, escape routes or fire safety equipment.

Valuables

A small lockable cupboard is available in the main reception area for your use during your stay. Please note that we cannot accept responsibility for any loss of personal belongings.

Housekeeping Information

Heating

Our 100% eco-electric air-source underfloor heating operates continuously during the cooler months maintaining a temperature of around 18-20^{0}C.
If you experience any issues, please contact the Chellington team.

There are two powerful supplementary fan heaters in the Winnie Hall Room.

Hot Water

Hot water is also supplied by our sophisticated air-source system. Water is distributed from storage tanks across the site with temperature regulators set to approximately 44^0 C on washroom sinks, showers and the kitchen hand-wash sink to help prevent scalding.

If there is very high demand across the site at the same time, the tanks may temporarily run low. To avoid this, please stagger and managed hot water use where possible. The system can take a couple of hours to fully recover, so we encourage everyone to conserve water, particularly hot water.

Please note that the hot taps in the kitchen cleaning cupboard and at the main kitchen sink run at a much higher temperature. Clear signage is in place and caution is advised.

Wi-Fi

4G antennae provide free Wi-Fi across the site with some content restrictions in place.

Connect to *Chellington-Guest*; the password is displayed at reception.

If you would prefer your group not to have access, please call the office in advance or speak to the Duty Manager at Orientation.

Main Corridor Cupboards

Kitchen Equipment
Located in the main building reception corridor, this cupboard contains large cooking pots and pans. Please keep this cupboard clean and tidy and leave as found.

Games Equipment
Located in the main building corridor. If you have booked our Games Package, you should have been given a separate key for this cupboard. Please return all items and leave it as you found it.

Cleaning Equipment Cupboard
Located in the main building reception corridor, this well stocked cupboard contains a sink, brushes, mops, buckets, cloths, bin bags, 2 high-visibility jackets and wet floor/cleaning signs. Spare toilet rolls are also stored here.

Cleaning products for your use are kept in the Group Leader's lockable cupboard. Please consult the COSHH list at reception before use.

Smoking

Smoking (including e-cigarettes) is strictly prohibited except for in the designated outside area at the bench by the games field (adults only). A metal receptacle can be provided on request and will be positioned at the bench beside the evacuation assembly point. No other smoking is permitted.

Alcohol

Alcohol consumption must always be reasonable and responsible. Alcohol may only be provided or consumed between 12:00 noon and 11:00pm. Under no circumstances are alcohol or glass permitted on the games field. Drunken or disorderly behaviour will not be tolerated on site or in the immediate surrounding area. The Duty Manager reserves the right to suspend the sale or distribution of alcohol at any time, without providing a reason.

Group Leaders should not allow any under-age possession or consumption of alcohol at The Chellington Centre.

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Preparing Your Exit

Preparing To Exit

You are responsible for leaving the Centre reasonably tidy, free from personal belongings, and ensuring all guests have vacated the building and are ready to depart. Please allow sufficient time to complete these tasks before your agreed exit time.

Detailed instructions can be found in the Group Leader's Exit Checklist folder at reception.

Recycling & Waste Disposal

Please consult our Recycling & Waste Guidelines for instructions on disposing of recycling and general waste before you leave.

Departure From The Centre

At the pre-arranged departure time, the Duty Manager will return to carry out a visual inspection to confirm everything has been left in good order. Both parties will then complete the inventory and key return paperwork.

Please ensure your designated Group Leader is present at the agreed time for this process.

Any accidents must be reported in the Accident Book and any near misses in the Near Miss Record Book and reported to the On-Call Duty Manager.

Lost Property / Items Left Behind

We are happy to return any items left behind after your stay. Postage and packaging costs will be charged at cost.

Your Feedback

We hope you thoroughly enjoyed your time at Chellington and would love to hear about your experience.

We'd be very grateful if you could complete our short online feedback survey. Your comments help us improve and, with your permission, may be shared to let others know about Chellington: Chellington Feedback.

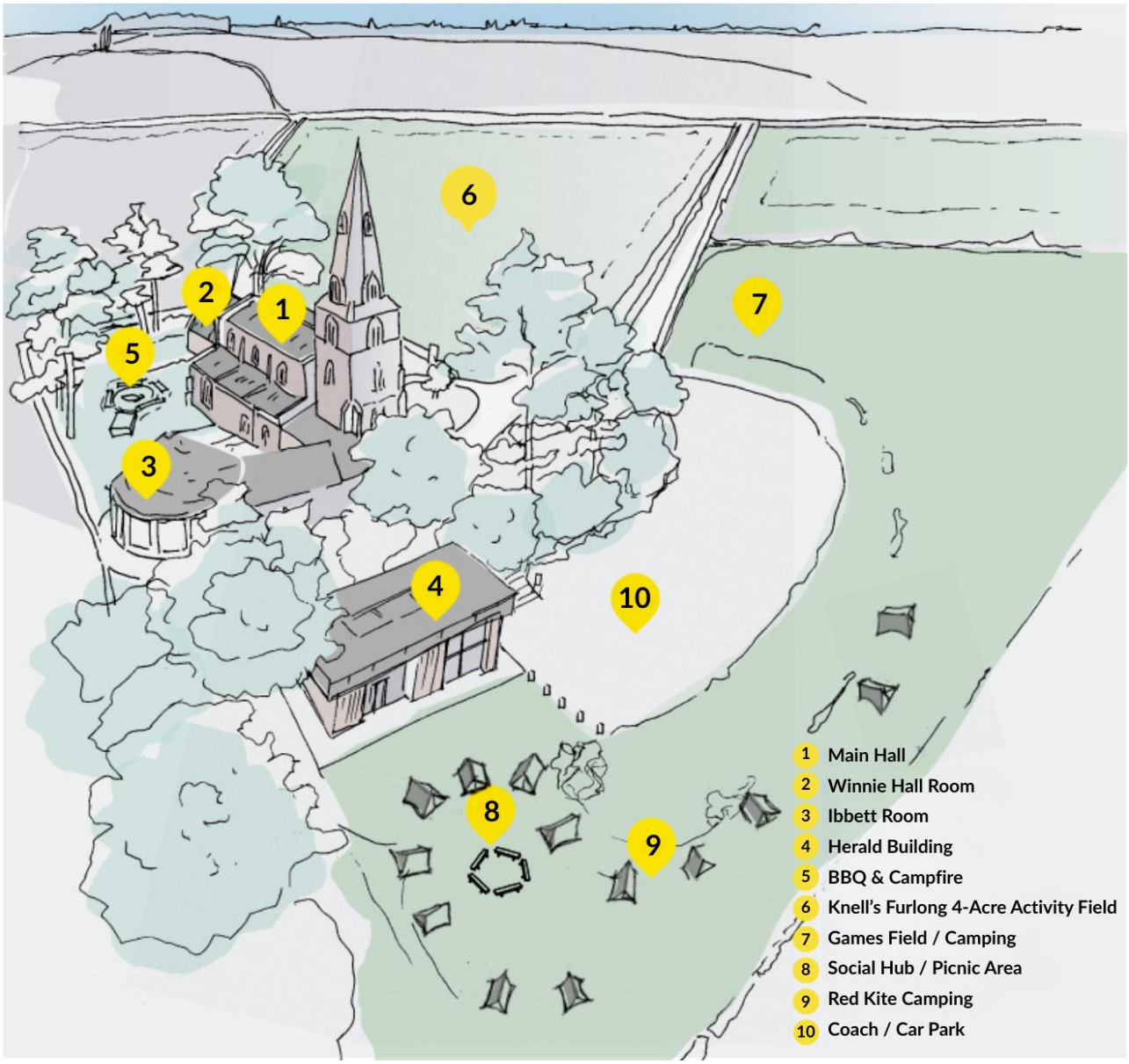
We also welcome any photos or videos you are happy to share (and have permission to provide). Please email them to life@chellington.org.

Booking Your Next Visit

If you are a school or youth group interested in securing similar dates for next year, we recommend checking our live availability diary, as bookings are filling up quickly. You can view this via the Live Chellington Diary or feel free to contact us directly.

We hope to welcome you back again soon!

Site Information



Main Hall

Located in the original nave, the Main Hall is a spacious, flexible space (13m x 11m plus adjoining bunkrooms), with a limestone floor*, providing a central focal point for your group to enjoy a range of activities.

The original high ceiling offers excellent acoustics for musical events, and the steps to the chancel create a natural stage with spotlights (see further information on lighting).

Our fully equipped modern kitchen (see kitchen section) has a hatch to the main hall, making it easy for everyone in your group to serve or assist.

Tables and Chairs

Tables and chairs can be configured to suit dining, workshops, desk-based activities or theatre style seating for up to 90 people:

- 14 standard Gopak tables (Saxon Oak, 152cm x 76cm), 2 small Gopak tables (122cm x 68.5cm)
- 36 padded fold-out chairs set up as standard, expandable to 90 on request

Tables and chairs are stored on trolleys in the corners of the main hall and can be moved easily on their trolleys, though tables are quite heavy.

Please wipe tables before putting away (using COSHH-approved eco-products found in spray bottle in kitchen)

Stack the tables in one direction when you return them to the trolleys.

Stack the chairs fanning outwards with blue pads facing inwards (eight or nine per side).

Table Tennis & Table Football

A foldaway table tennis table and table football are stored in the corners of the hall along with equipment trolleys. Four double power sockets are also located in each corner.

*Please mop up any floor spillages immediately

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Winnie Hall Room

A versatile space ideal for study, drama, music, teaching, presentations, buffet setups, board games or just chatting and chilling.

Separated from the main hall by large arched glass doors*, this original chancel has been transformed into a flexible, carpeted, activity room (6m x 5m) that can comfortably accommodate up to 30 people while still remaining close to the Main Hall activities.

Padded benches line three sides of the room, and the space can easily be adapted with chairs or bean bags.

The Winnie Hall Room can also be converted into a bedroom for six people, with curtains to the Main Hall providing privacy (see Accommodation section). The room is equipped with six power sockets, six USB stations and built-in fan heaters.

** Please note that the double glass doors swing both ways. Group Leaders should ensure they are used safely and not treated as a game.*

During winter, you may wish to close the glass doors, as the room can be cooler than the Main Hall (or warmer with the additional heating available – see 'Heating'). The light switches inside the room (left hand side) controls the ceiling LEDs and low-level lamps for evening or low-key use.

The Winnie Hall Room is named after Edith Winifred ("Winnie") Hall. We are extremely grateful to The Edith Winifred Hall Trust for their unwavering support and generous donations to The Chellington Centre over many years.

Ibbett Room

With its spectacular semi-circular wall of windows, the inspiring Ibbett Room brings 180º of sky and countryside into the Centre and offers stunning panoramic views over the Ouse Valley and lakes in the country park below.

This versatile carpeted space (7.5m x 5m) has excellent acoustics and is ideal as a lounge, study area, drama or music workshop space, meeting room, or as a cinema room (using the flat-screen TV or pull-up white screen in the Media Package).

The room accommodates up to 30 people, with 20 padded lounge chairs as standard. Semi-opaque blinds cover all windows, and the room has direct access to the Centre gardens.

Please return all lounge chairs to their original positions against the window after use.

Group Leader Notes:

- The Ibbett Room fire door is not alarmed if opened, so must be securely locked when the room is not in use. Once closed from the outside, it cannot be reopened externally.
- The blind over the fire door must always remain raised when the room is unattended by a leader to allow emergency exit access.
- The inner door leading to the corridor is a fire compartment door and must not be pegged open.

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Accommodation

Indoors: sleeps 30-36

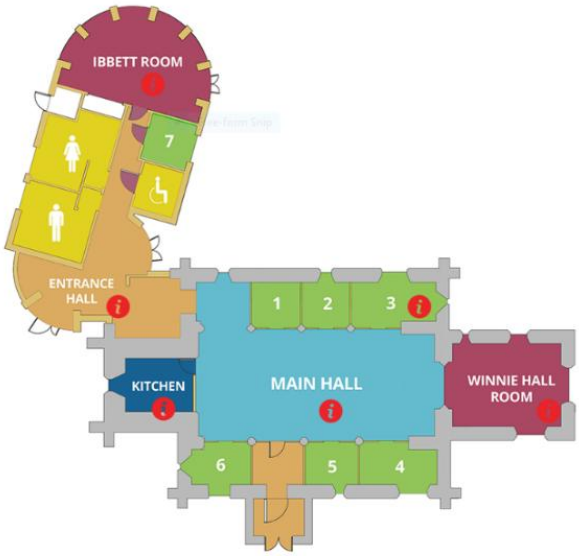
The bunkrooms are located in the old aisles of the church within the Main Hall. Each room is separated by 4m-high oak and formica wall panels topped with thick opaque glass, nearly ceiling-high for privacy. The partition facing the hall is 2.5m high and without glass, creating a unique open yet private experience. All but one room have leaded windows to the gardens, fitted with blackout blinds.

All beds are single (80cm wide) with deep memory-foam mattresses set in sturdy metal and formica frames offering a comfortable experience reminiscent of train couchettes or ferry bunks). Each bed is crafted around the original features of the stonework, and has its own bed light, shelf, clothing peg and easy access to power sockets. Bag storage is limited to space above and beneath the beds.

The Winnie Hall room, primarily a flexible lounge with built-in sofas, can be converted into a bedroom for six. Each sofa bed is sectioned with oak roll ends and comes with its own light, power socket with USB charging point; none are elevated. Fan heaters are built into the base of the benches. For privacy, curtains can be drawn along the plate-glass doors connecting to the Main Hall, which swing both inwards and outwards.

This space is ideal as a leaders' base, allowing monitoring of the group while maintaining some separation. Semi-opaque privacy vinyl covers exterior windows up to 2.5m high; no blinds are currently fitted.

Groups are responsible for making and stripping their own beds. Bedlinen is available to hire and can be booked under 'Extras' at www.chellington.org/booking



Bed & Mattress Sizes

Please note that the bed sizes in bunkrooms 4, 5, and 6 are slightly smaller.

L = left, R = right, C = centre / L = lower, U = upper

Bunkroom	Sleeps	Bed size (cm)
1. Bullfinch	4	L/L 187, L/U 187 R/L 187, R/U 187
2. Jackdaw	4	L/L 187, L/U 187 R/L 187, R/U 187
3. Redwing	5	L/L 187, L/U 187 R/L 188, R/U 188 C 200
4. Kestrel	5	L/L 161, L/U 161 R/L 168, R/U 168 C 191
5. Magpie	4	L/L 168, L/U 168 R/L 168, R/U 168
6. Woodpecker	4	L/L 180, L/U 180 R/L 180, R/U 180
7. Sparrowhawk	4	L/L 197, L/U 197 R/L 197, R/U 197
8. Winnie Hall Room	6	3 x 185, 3 x 200

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Camping

School and youth groups have the option to extend their accommodation with up to 36 campers using the Red Kite campsite and the new Herald Building washroom facilities, allowing a maximum of 72 overnight guests – the full capacity for overnight sole-use of the site.

The Chellington team is happy to discuss any configurations of indoor and outdoor accommodation to best meet the objectives of your residential stay.

The camping setup is perfect for groups seeking greater independence, either alongside or instead of the indoor accommodation.

The campsite is conveniently located near the main Centre building and next to the additional washroom facilities in the Herald Building, which include two toilets, two sinks, 2 shower cubicles, a combined toilet/shower/sink washroom, and a separate disabled shower/ toilet).

Keys for the Herald Building washrooms will be provided at Orientation on arrival, along with a fire safety briefing.

Groups may bring their own tents or hire up to 13 tents and sleeping mats. Equipment can be booked under 'Camping Extras' at www.chellington.org/booking

If you have hired tents and/or sleeping mats, please check and collect them from the Herald Building at the bottom of the car park.

Instruction Manual Video for Vaude Campo Grande tents

See Camping Procedure for further information on setting up and camping rules.

Please leave the tents up at the end of your stay

Washrooms

Main Building Washrooms

The Centre's washrooms, located to the left of the main corridor, are modern, well-lit and tiled throughout. Across two rooms, there are a total of 6 separate toilet cubicles, 4 shower cubicles with sliding locks on the doors, 8 sinks with mirrors and two hand-dryers. Hot water is moderated in the washbasins and showers to prevent scalding. Sirens and flashing beacon warning lights provide emergency alerts.

Signage on washroom doors is modern and easily configurable to suit your group's needs (eg leaders only, unisex, boys, girls)

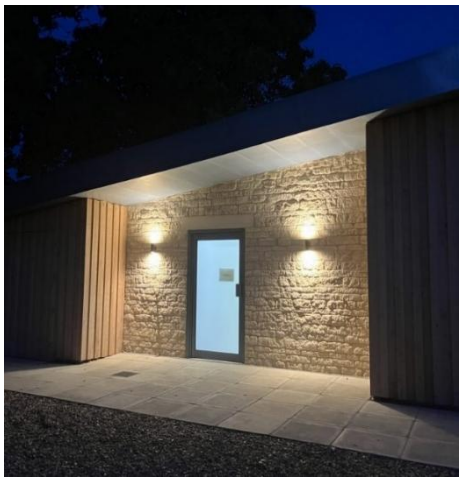
A separate, fully accessible bathroom is also available, with a toilet, shower with seated option, sink and support rails. It is wheelchair friendly (no hoist) and includes a pull-cord for emergencies, reset by pushing the rest button nearby.

Toilet rolls are provided (at least 2 per cubicle), with spares in the Cleaning Cupboard in the Entrance Corridor. Each toilet also has a brush and sanitary waste bin, and eco-friendly alkaline-balanced hand wash is provided.

Herald Building Washrooms

(for school and youth camping groups)

Available to groups who have added camping to their booking, our state-of-the art shower and toilet block is housed within our new "Herald Building", also home to our new Charity admin space.



The washrooms include:

- 2 showers with full-height cubicles and doors
- 2 toilet compartments with full-height cubicles and doors
- 1 combined shower and toilet room
- 1 fully accessible toilet and walk-in shower room (wheelchair-friendly, no hoist)

A pull cord is provided for emergencies; if activated, a buzzer sounds and a light outside the door flashes. The system is reset via a button on the far wall of the accessible washroom.

Hot water is moderated in the washrooms to prevent scalding.

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01234 720726 | admin@chellington.org | www.chellington.org

Kitchen

Our kitchen is equipped with all the modern equipment you need for self-catering for up to 36 (or 72 for bigger groups). A hatch between the kitchen and main hall allows for easy serving.

For more information and equipment instructions, please refer to 'Kitchen Information' Folder found in kitchen near the main sink.

Kitchen Facilities

Hot water urn – providing instant boiling water, on demand (autofill). The urn will have been switched on to heat up, ready for your arrival.

Dishwasher – please make sure you follow the instructions in the kitchen folder. The chemicals are drawn automatically so you do not need tablets.

Oven - Large commercial Lincat range with double oven, 6 flat hobs (all electric) and a charcoal fan. Please use only soft cloths and products supplied to wipe clean, switch off at the wall when not in use

Fridges & Freezer

- Polar commercial fridge (180 x 60 x 60cm)
- Freezer (90 x 60 x 60cm)
- Overflow fridge (150 x 60 x 60cm) located between bedrooms 5 and 6 (group must switch on to use)

Hot cupboard/plate food warmer

The plate and food warmer surfaces, if used, can get very hot, especially the top surface. Close the hatch which is directly behind it.

Microwave and grill (24 litre)

Please see instructions for use in the Kitchen folder.

Please also note the following:

- A kitchen door key is available on request if needed. Please request in advance or during your Orientation.
- Please mop up any spillages immediately, especially sugar/fat food or drink products using yellow-coded equipment available from the cleaning cupboard.
- For events, please contact the Chellington team. Although the Centre is primarily a self-catering facility, we have excellent relationships with local caterers and can arrange external catering on request. Just let us know your requirements when booking.

- Spare cupboards for food storage
- Washing up sink with cold and very hot water (please take care)
- Prepping sink (cold water only)
- Handwash sink with hand wash provided (water regulated to approx. 44 °)
- Dualit toaster (6 slice)
- Large kettle

Kitchen Equipment

- All crockery, cutlery, pans, mugs and cooking utensils etc are provided.
- See full kitchen equipment inventory.

Barbeque & Campfire

For many, time around the campfire and BBQ is the highlight of the trip. It's time to talk, sing, and tell stories together with hot chocolate and toasted marshmallows.

Here's a wonderful collection of campfire songs put together by the Scouts Association: Campfire songs

When planning your campfire and/or barbeque, please read/check our procedure documents before your visit as they contain important information about permitted fuel types:

Campfire Procedure (pdf)

Barbeque Procedure (pdf)

Book under 'Extras' at www.chellington.org/booking

If the benches get damp, there's a box of rubber mats indoors by the garden exit that can be used on the benches.

Please ensure your group keep out of the pea-gravel/ graveyard area at the East end of the site. This is for Health and Safety reasons as some of the gravestones in this area may be slippery or wobbly and have not been moss-treated.

Four-Acre Activity Field & Games Field

We have recently acquired the four-acre field directly in front of The Chellington providing ample space for organised activities or for young people to simply enjoy a sense of freedom.

The adjacent games field with no public access is a stunning setting to enjoy a multitude of activities as well as overflow camping for larger school groups.

Local Information

Please advise your group, that due to the rural setting, everyone should remain alert for natural hazards such as uneven ground, barbed wire and fencing, stinging nettles, thistles and open water - particularly the nearby river, which is not recommended for swimming.

Care should always be taken when outdoors. Before heading out, please review our risk assessment "13 - Games and Camping Fields" and check the notice board for any local updates.

March-November: There may be some livestock grazing in neighbouring fields. Although generally docile, they should be treated with caution. Groups should stay together, walk calmly along designated footpaths, and ensure no one approaches, taunts, shouts or chases any animals.

See The Countryside Code for further guidance

Harrold-Odell Country Park

hocp.co.uk

With spectacular views from the Centre, enjoy the walk to this Green Flag water park with 144 acres of beauty and tranquility.

It is free to visit with ample parking (£1 donation).

Local Food & Drink and Other Amenities

List of local produce

List of local pubs, restaurants and cafes

Local Activities & Amenities

Walks Through Time

There are several great walks starting from the Chellington Centre.

We have included points of historical interest to discover along the way, as well as suggested questions to encourage children to observe, think and engage as they explore the local area:

- **Freer's Wood** - Directions
  Length: 5km, duration: approx. 1 hr 30 mins
- **Harrold Village Walk** includes loop around Harrold-Odell Country Park - Directions
  Length: 5.5km, duration: approx. 2 hrs
- **Harrold Village Walk** short route Directions
  Length 4km, duration: approx. 1 hr 30 mins

Nature Walks

Explore the beautiful natural environment around The Chellington Centre. These walk guides contain nature focused questions for young people.

- **Carlton Village & The Pipers** - Directions
  Length 4.5km, duration: approx. 1 hr 30 mins
- **Harrold-Odell Country Park** - Directions
  Length 5.5km, duration: approx. 1 hr 45 mins
- **Harrold-Odell Country Park & Odell** - Directions
  Length 5.5km, duration: approx. 1 hr 45 mins
- **Country Park & Odell** (wet weather route) - Directions
  Length 6km, duration: approx. 2 hrs

Local Health Contacts

Doctors

If anyone in your group needs medical attention, please contact one of the local surgeries below and explain that you are staying at The Chellington Centre and require an appointment as a temporary resident:

- **Harrold Medical Practice -** Directions
  Peach's Close, Harrold, Beds MK43 7DX
  Tel: 01234 720225
  www.harroldmedicalpractice.co.uk

- **The Surgery -** Directions
  Templars Way, Sharnbrook, Beds MK44 1PZ
  Tel: 01234 781392
  www.sharnbrooksurgery.co.uk

If an accident occurs, please complete an entry in the Accident Book Form and notify Centre staff immediately. Any near misses should be recorded in the Near Miss Record Book. Both books are located on the reception desk.

Pharmacies

The nearest pharmacy is:

- **Sharnbrook Pharmacy**
  61 High Street, Bedford MK44 1PB - Directions
  Tel: 01234 783566

Opening hours: Mon - Fri 9am-1:30pm, 2:30-6pm

Hospital

- **Bedford Hospital South Wing A&E**
  1 Kempston Road, Bedford MK42 9DJ
  Directions (Open 24 hours)

Out of Hours & Emergencies

111 is the NHS non-emergency number. It's fast, easy and free.

Call 111 and speak to a highly trained adviser, supported by healthcare professionals. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you.

NHS 111 is available 24 hours a day, 365 days a year. Calls are free from landlines and mobile phones.

In case of a life-threatening emergency, dial 999

Defibrillators

Location of defibrillators near Carlton:

- Carlton Lower School, MK43 7JR
- Harrold Fire Station, MK43 7DH
- Odell Telephone Box, MK43 7AS
- The Sun, Felmersham, MK43 7EU

Bursary Fund

We believe that every young person should have the opportunity to have a life changing residential experience. The Bursary Fund was set up to support this belief, offering financial support to school and youth groups who find funding for a residential stay hard to access.

Typically, this might be:

- Schools/youth groups/other organisations working across areas of deprivation
- Groups that, by the nature of the need, would only use the centre for a small group
- Organisations working with young people with special educational needs
- Organisations working with people with physical disabilities

Raising funds for the Chellington Bursary Fund is a priority for the charity, both to attract new, relevant youth organisations and to continue to meet our Charitable Objects, ensuring the Centre remains accessible to all, regardless of means.

"Many of our children come from large families, often with two or three generations sharing a house. They come from hugely disadvantaged homes and going away overnight is something they can only dream of! The bursary makes this an affordable trip; it makes this trip possible!"

Head Teacher at Queen's Park Primary School, Bedford

If you would like to apply to for a bursary, or make a donation to the Chellington Bursary Fund to help make it possible for disadvantaged young people to enjoy a residential experience at Chellington, please see: www.chellington.org/bursary

Thank you