APROP rules and guidelines for dog walking volunteers

1. Housekeeping staff may arrive at APROP as early as 0730 in the summer and around 0800 in the winter. Walkers should aim to arrive at a similar time but not before the housekeeping staff. The aim is to walk all the dogs by 1030 in the summer and 1100 in the winter. The afternoon walking duty begins at about 1500 each day in the cooler months. During the hot summer months afternoon dog walking is suspended. Volunteers should avoid working alone with dogs inside the shelter for safety reasons.

2. The insurance cover APROP carries does not cover accidents or incidents affecting volunteers. Volunteers with private insurance are advised to check their policies to see if they are covered whilst volunteering. You are volunteering at your own risk.

3. Volunteers are advised to consider a Tetanus vaccination.

4. All volunteers must fill out a volunteering form which is kept in the filing cabinet in the casita. Please try to fill in all sections, especially the emergency contact details. It is the responsibility of the volunteer to add extra information such as medical conditions, medications, blood thinners etc.

5. All volunteers should be aware of the location of the first aid kit, within the casita.

6. New walkers including those from Volunteer World should seek help and advice from housekeeping staff or experienced walkers before walking an unfamiliar and unknown dog. Extra legal restrictions apply to the walking of PPP dogs. Volunteers, especially new volunteers must ask for advice from the on duty housekeeping person before any PPP dog is walked.

7. There is a dog walking sheet for each walking session. Please make sure you place your initials alongside the dog you are about to walk and note its name and number. Also notice the traffic light colour coding on the sheet. Dogs coded red require an experienced walker familiar with their specific needs. New volunteers must ask housekeeping for advice before working with or walking a dog colour coded amber. Dogs colour coded green are friendly and easy to walk dogs for anyone. At this point make sure you have picked up some poo bags.

8. The number from the dog walking sheet coordinates with a numbering system on a wall where the dogs harnesses and leads are kept. The traffic light safety warnings are also carried over onto the harnesses. Select the harness of the dog you previously marked off on the dog walking sheet. You will return the harness to this same numbered position after your walk.

9. As you approach the kennel your selected dog is housed in, be aware of other walkers going into and out of other kennels. Not all of the dogs get along and we must be careful. You will see the dog's name and photograph on the kennel and the same coordinated colour coding system. You may have selected a dog with a green colour code symbol that is considered safe to walk but there might be red or amber warning codes on the kennel because often dogs share kennels. If you are not familiar with any dog in that particular kennel where a red or amber colour warning is displayed, seek help before entering.

10. When entering a kennel to get a dog, be aware of other walkers and dogs. If they are entering or leaving, wait a minute and allow them to leave the area, then enter taking care not to let any dogs escape. Once in the kennel, secure the door with the bolt and fit the harness to the dog. Exit the kennel, closing and bolting the door, especially if other dogs are housed there. Keep vigilant for other walkers and dogs and leave the shelter for your walk again securing the shelter gates.

11. If you have a mobile phone we recommend you carry it on your walk (at your own risk). Should you have a problem that requires help you can quickly call colleagues at the shelter. Knowing how to use Google maps location pins with ease saves panic in an emergency situation. There are GPX files to help you find your way around the walks please just ask.

12. Please enjoy your walk. If you are relaxed and calm there is more chance the dog will also be calm. APROP dogs must remain on their leads. Be vigilant for other walkers with dogs and for any dogs running loose. If a dog is new to you we recommend you avoid public roads and areas until you understand the dogs characteristics. If you have any problems on the walk report these to housekeeping staff on your return.

13. Please pick up all poo if possible, we must respect our neighbours.

14. When you return to the shelter with your dog, do not enter the shelter until you have drawn the attention of another volunteer inside the shelter who will give you the all clear to enter if safe to do so.

15. Once inside the shelter, please quickly return your dog to its kennel. It is tempting to chat with colleagues but this increases the risk of unsuitable meetings between dogs and can hold colleagues up who are trying to enter the shelter or leave a kennel.

16. Finally pop any used poo bags in the receptacle provided and hang up the harness on the correct peg. Also relay anything of importance to the housekeeping volunteers. Enjoy the moment and reflect on the wonderful thing you have just done for an APROP dog.

Thank you

This document was prepared on 08/04/2026 to be reviewed annually.