APROP induction for new walkers: Checklist for inductors to go through with inductees

1. Filling in a volunteer form.

2. Explain start and finish times for summer and winter.

3. Go through the dog walking check sheet and how it refers to the dog's harnesses and kennel markings, most importantly the traffic light colour coded safety warnings.

4. Show where the ready to go dog harnesses are kept and where spare harnesses and leads are kept.

5. The importance of selecting the correct harness and returning it to the correct peg, following the walk.

6. Demonstrate and practice fitting and removing of harnesses and how to adjust a harness for a secure comfortable fit.

7. Demonstrate how to handle a lead, both for dog security and personal safety; also explaining how nervous dogs benefit from longer leads.

8. Reinforce why asking questions of kennel staff and experienced walkers is important.

9. Give a basic insight into reading the signals a dog is giving off, particularly as we approach it for the first time.

10. Show where the first aid kit is kept and explain the process of first aid treatment and how to access professional medical treatment if required.

11. Show where the accident report forms are kept, how to fill it in and how to contact the health and safety committee to report near misses or other problems.

12. Explain how awareness of what other walkers and dogs are doing before entering or leaving kennels is essential.

13. Explain the system for entering and leaving the shelter with dogs both at the front and rear entrances. If a dog leaves by the front gate it must return by the front gate. If a dog leaves by the rear gate it must return by the rear gate.

14. Going for a walk with a dog, reinforce good practice techniques and explain walk timings. Also share and demonstrate how to use GPX files for the walks.

15. Explain the importance of reporting back to the kennel staff regarding issues with a dog; these include behavioural problems as well as health

issues such as diarrhea, limping, lethargy and so forth.

16. Show where the toilet and handwashing facilities are.

17. Explain the importance of observing quarantine rules. Discuss contagious dog diseases and zoonotic diseases and how to access the advice prepared by the health and safety committee.

18. Explain sensitively why reliability is important and the need to give as much notice as possible if a volunteer cannot work on a day they previously agreed to work.

19. Explain how communications, committees and structure work at APROP.

20. Show the new volunteer around the kennels and dogs.

21. On the show around, explain the procedure for securing kennel doors with the bolts accessible from inside and outside.

22. Finally address any questions from the new volunteer.

This document prepared on 06/04/2026 to be reviewed annually