

# WORLD SERVICE NARATEEN SAFETY POLICY AND GUIDELINES

## PURPOSE:

The World Service Narateen Safety Policy and Guidelines are created to guard with special care the safety of Narateen members, facilitators, and Nar-Anon/Narateen as a whole. In addition, each Narateen group must adhere to the policies of their local Nar-Anon area and region, as well as any regulations in their state, province, or country concerning adults interacting with youth.

## Helping Teens Recover Together

Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share. The principles that apply in the Nar-Anon fellowship, as outlined in our Twelve Steps, Twelve Traditions, Twelve Concepts, Guide to Local Services, and Guide to World Services, also apply to Narateen and include honesty, trust, confidence, safety, and anonymity.

## SAFETY POLICY:

### Area/Region Requirements

A group is considered a Narateen group when it and its area or region meets the following requirements:

- Develops and submits Narateen Safety Policies for review to the World Service Narateen committee.

Safety Policy includes:

- Narateen Process Person (NTPP) is voted in by assembly
  - Background checks are passed by all Facilitators
  - State, county, province or country laws are reviewed and incorporated into the policy
  - Safety policy is approved by assembly
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO.

Note: For legal purposes, the region should have documented proof in their regional minutes to support all the above.

In the absence of an area or region, a group is requested to contact the World Service Narateen Committee for guidance on starting a Narateen group.

Once these requirements are met, the group will be listed on the Nar-Anon World Service Website.

## Group Requirements

- group Registration with WSO
- have at least two certified facilitators registered with WSO
- adhere to local Narateen safety policies
- notify the NTPP of any group changes

## Local Safety Policy:

As identified above, each group, area, or region is required to create their own approved safety policy to define service positions, facilitator certification process and support the Narateen program.

## FACILITATING A NARATEEN GROUP

A Narateen facilitator should be an active, adult member of Nar-Anon who attends meetings on a regular basis. All Narateen facilitators must be registered with WSO after being certified by NTPP or Narateen Subcommittee in accordance with their local group, area, **or region's safety policy, which must** include successful completion of a background check.

Narateen facilitators should not dominate the meetings, but rather facilitate to keep the group focused on the topic. It is suggested that a facilitator not be a relative or legal guardian of a Narateen member of the group, as members of the group may feel uncomfortable speaking freely and openly.

## WHY IS HAVING TWO FACILITATORS NECESSARY?

It is highly recommended that every Narateen Group have two certified facilitators at every meeting, preferably one male and one female. The teens and facilitators are protected when two facilitators are in the room. If a situation arises where a facilitator must leave the room, another is there to continue the meeting. If one facilitator is unable to attend, it is recommended that he/she call another certified Narateen facilitator to substitute. If a replacement second facilitator is unavailable, a group conscience, including the available facilitator, may be taken to decide whether to continue or cancel the meeting.

## NARATEEN FACILITATOR CERTIFICATION

Each local Nar-Anon area or region shall develop and define a process to certify Narateen facilitators based on World Service Narateen Safety Policy and Guidelines, in accordance with the local area, state, region, province, or country's laws. It is important to check the legal requirements for adults interacting with minors. Certification is a formal acknowledgment that a member has met the requirements for being of service to Narateen. A process for recertification should also be defined.

## NARATEEN PROCESS PERSON

The Narateen Process Person (NTPP) is elected by the area or region, to be responsible for the confidential records, including the completed forms and background checks of facilitators. Duties include:

- coordinate required background checks
- register certified facilitators with WSO
- register groups with WSO
- keep all facilitator information secure

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. The NTPP may be a member of the Narateen committee and may also serve as chair.

Facilitator Registration Forms must be completed and sent to WSO annually for renewal in June and whenever any changes occur. The NTPP is also responsible for registering all Narateen Groups with WSO, thus verifying the availability of at least two certified facilitators for each group. Regions may determine other Narateen positions and support services.

## MEETING SAFETY AND MEMBER CONDUCT

It is suggested that behavior requirements be drawn up during the first few Narateen meetings and read aloud before each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to gently remind the group of the best principles, standards, and practices.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal **abuse, emotional disorders, and law enforcement issues. The facilitator's role is to help** teens recover from the effects of addiction by using the tools of Narateen/Nar-Anon. Family members or legal guardians who leave a child at a Narateen meeting are entrusting facilitators with the safety of their child during the meeting. It is the responsibility of the facilitators to maintain order during the meeting in accordance with the group, area or region safety policy. It is up to a group, area, or region to determine policy for dealing with teen disruptive behavior.

If a member must be removed from a meeting due to disruptive behavior, a facilitator should stay with the child until released to their parent.

It is important that all facilitators know what to do if an emergency situation arises, whether it is within the meeting or an environmental emergency from natural disasters. These emergency plans should be worked out prior to starting a new Narateen meeting and should be included in the local safety guidelines.

When facilitators must protect themselves from personal harm, accusations, or threats, **even if totally blameless, they should consider the members' safety when deciding to** become or continue as facilitators. If a facilitator decides to step down, the NTPP or regional Narateen sub-committee should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse and neglect, be reviewed for your city, county, state, province, or country and incorporated into your safety guidelines. You are encouraged to consult other Narateen facilitators or Narateen service members before taking any action regarding reporting.



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