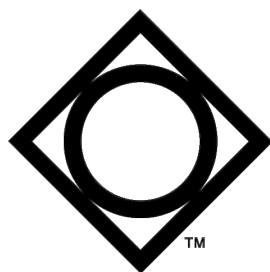


NAR-ANON
WORLD SERVICE
NARATEEN
SAFETY
HANDBOOK





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NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

This handbook is being presented to the fellowship for review in accordance with the Development and Approval Process for New Service and Outreach Literature/Materials in the Guide to World Services. Guidelines for Narateen groups are contained in the Conference Approved Guide to Local Services (GLS). Some of the information described in the attached handbook differs from those in the GLS. In those cases, where instructions, policies, and/or guidelines in the handbook are inconsistent with those in the GLS, those in the GLS remain in effect and are to be followed.

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Table of Contents

PREAMBLE	1
MISSION STATEMENT.....	1
VISION STATEMENT	1
PURPOSE	1
NARATEEN GROUPS	1
NARATEEN MEMBERSHIP AND GROUP STRUCTURE	2
Region, Area, and National Service Office (NSO) Responsibilities.....	2
REGISTRATION OF GROUPS	3
FACILITATOR CERTIFICATION AND RECERTIFICATION	3
NARATEEN FACILITATOR TRAINING AND ORIENTATION.....	3
GROUP REQUIREMENTS FOR REGISTRATION WITH WSO	3
NARATEEN SERVICE POSITIONS AND SUPPORT.....	3
NARATEEN PROCESS PERSON (NTPP).....	3
NARATEEN FACILITATOR.....	4
OTHER NARATEEN SERVICE POSITIONS AND SUPPORT SERVICES	4
Narateen Sub-Committee.....	4
Narateen Sub-Committee Chair	4
Narateen Sub-Committee Vice Chair	5
Narateen Area Safety Coordinator	5
Narateen Safety Coordinator	5
Narateen Support Services	5
Facilitator Training.....	5
Narateen Budget	5
Narateen Reports at Assembly or sub-committee	5
Narateen Outreach	5
STARTING A NARATEEN MEETING	6
FACILITATING A NARATEEN GROUP	6
MEETING SAFETY AND MEMBER CONDUCT	7
Narateen Code of Conduct	7
Mandatory Reporting.....	7
NARATEEN MEETINGS	7
NARATEEN IN SCHOOLS AND OTHER FACILITIES	7
FUNDING AND SEVENTH TRADITION	8
SPONSORSHIP IN NARATEEN.....	8
MEETING IDEAS	8
NARATEEN PARTICIPATION AT CONVENTIONS AND EVENTS.....	8
TRANSPORTING MINORS	9
NARATEEN LITERATURE.....	9

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

<i>WORLD SERVICE NARATEEN COMMITTEE PROCESS TO REVIEW GROUP, AREA, OR REGION SAFETY POLICY AND GUIDELINES</i>	<i>Appendix 1</i>
<i>NARATEEN FACILITATOR TRAINING</i>	<i>APPENDIX 2</i>
<i>EXAMPLE CODE OF CONDUCT</i>	<i>APPENDIX 3</i>
<i>NARATEEN PARENT /LEGAL GUARDIAN EVENT PARTICIPATION FORM</i>	<i>Appendix 4</i>

Preamble:

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone **else’s addiction. As a twelve step program** – we offer our help by sharing our experience, strength, and hope. We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes. We will respect your anonymity. Our program is not a religious one, but a spiritual way of life.

Mission Statement:

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone **else’s addiction. As a Twelve Step Program, we offer our help by sharing our experience,** strength, and hope.

Vision Statement:

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- letting them know they are no longer alone;
- practicing the Twelve Steps of Nar-Anon;
- encouraging growth through service;
- making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- changing our own attitudes.

Purpose:

The World Service (WS) Narateen Safety Handbook is created to assist areas and regions in developing a Narateen program to include Narateen safety policies and guidelines. This is done 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 laws in their state, province, or country concerning adults interacting with minors. Some excerpts provided in this handbook are taken from the Nar-Anon Guide to Local Services (GLS) and the World Service Narateen Safety Policy and Guidelines.

NARATEEN GROUPS

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

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

environment where teenagers can share and work on their recovery. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen as do the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

NARATEEN MEMBERSHIP AND GROUP STRUCTURE

It is suggested that Narateen membership begins at the age of 13. Narateen groups may allow pre-teens to attend based on group conscience. Continued participation is permissible up to the age a person is considered an adult in the country in which they reside. Once becoming an adult, they may attend Nar-Anon meetings. The Narateen group structure is the same as the Nar-Anon group structure, see Group Structure pages 4-1 and 4-2 in the GLS.

Region, Area and National Service Office (NSO) Responsibilities

To develop a Narateen program in your area, or region you are encouraged to contact the World Service Narateen committee that will explain the process and offer support. When the area or region meets the following requirements, a Narateen group can be registered with the World Service Office (WSO) or NSO where applicable:

- Develops and submits Narateen Safety Policies and Guidelines for review to the World Service Narateen committee. (See World Service Narateen Process to Review Group, Area or Region Safety Policy and Guidelines, Appendix 1.)
- Narateen Process Person (NTPP) is voted in by assembly
- All Facilitators must pass a background check
- All Facilitators must complete the training process
- State, county, province or country laws are to be incorporated into the safety policy
- Safety policy is approved at Area Service Committee (ASC) meeting or regional assembly
- Include a process for notification to World Service Office (WSO) of an alleged incident which endangers health and safety of a Narateen, facilitator, and or property.
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO-
- Define a process for certification and recertification for facilitators

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

In the absence of an area or region, a group is requested to contact World Service Narateen Committee for guidance on starting a Narateen group. The group is responsible to meet the requirements annotated above. Once these requirements are met the Narateen group will be listed on the Nar-Anon WS Website.

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

It is important that any changes in group information are kept up to date with WSO. Narateen Group Registration Form can be found online at www.nar-anon.org/Narateen/.

If a region contains multiple areas, the region is responsible to meet the requirements annotated above.

Facilitator Certification and Recertification:

Each area or region shall develop and define a process to certify Narateen facilitators based on safety policy and guidelines herein, in accordance with the local area, state, **region, province, or country's laws. Certification consists of** individual criminal background checks and facilitator training. It is important that each area or region identify the legal requirements for adults interacting with minors prior to submitting a criminal background check for a facilitator. Each area or region provides training and orientation for facilitators. Certification is a formal acknowledgment that a member has met the requirements for being of service to Narateen. The NTPP registers the facilitator with WSO. It is suggested that an area or region conduct periodic background check a minimum of every two (2) years. If this is not possible no more than five (5) years should elapse between background checks.

Narateen Facilitator Training and Orientation:

It is important for all facilitators to understand their roles and duties as a facilitator, especially what to do in an emergency situation. Appendix 2, Narateen Training PowerPoint provides information for an area or region to use in development of their training plan. The training plan is approved by assembly prior to implementation.

Group Requirements for registration with WSO:

- 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

NARATEEN SERVICE POSITIONS AND SUPPORT

Narateen Process Person (NTPP):

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

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

- Provide a copy of the most recent area or region assembly approved Safety Policy & Guidelines to WSO annually in June

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. When there is a Narateen subcommittee, the NTPP may be a member of this subcommittee 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.

Narateen Facilitator:

The Narateen facilitator is an active member of Nar-Anon, who attends Nar-Anon meetings on a regular basis and has a working knowledge of Nar-Anon's **Twelve Steps**, Twelve Traditions, and Twelve Concepts of Service. Narateen facilitators do not dominate the meetings but facilitate to keep the group focused on the topic.

Duties include:

- Protect the anonymity of all Narateen members.
- Attend Narateen Subcommittee meetings, if required.
- **Guide the group in the development of the group's conduct** guidelines.
- Become familiar with the NFGGuide to Local Services (GLS) and Guide to World Services (GWS)
- **Be consistent in following the group's format**
- Be willing to serve for a minimum of one year

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. **The area or region's** policy will determine the process when one facilitator is unable to attend a meeting.

Other Narateen Service Positions and Support Services:

Each group, area, or region determines the length of service for each service position. Depending on the number of groups and size of an area or region, duties may include the following to provide Narateen services:

Narateen Sub-Committee: An area or region may elect to establish a Narateen Subcommittee to support local Narateen groups. This subcommittee may include the following duties:

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

- Assist with training of potential and current Nar-Anon members involved in Narateen service.
- Prepares an itemized yearly budget to support Narateen initiatives and submits to the ASC or RSC for inclusion in the area or region budget; presents verbal/written reports, including financial status, to the RSC and at assemblies.
- Communicates with outside organizations requesting Narateen groups in their area or region.
- Sub-committee members may include facilitators and other Narateen service positions and perform the duties listed as appropriate.
- The NTPP may be a member of this subcommittee and may also serve as chair.

Narateen Sub-Committee Chairperson - Is elected by assembly to serve as the Narateen Sub-Committee leader. Duties may include but not limited to:

- Schedule and chair Narateen sub-committee meetings
- Prepare written or verbal sub-committee reports to local service structure
- Discuss and resolve issues pertaining to the health of Narateen groups
- Voting member on the local service structure (area or region)

Narateen Sub-Committee Vice Chairperson – The vice chair should be willing to become a chair in the event the chair is unavailable or unable to fulfill the duties of the position. If a chair is unable to fulfill the duties, the vice chair will assume the duties until the next election at assembly. It is recommended the vice chair be elected by the assembly in the same manner as the chair.

Narateen Area Safety Coordinator (NTASC) - This position may be necessary when there is an area or region that covers multiple geographical areas (state, county, province, etc.) and is a member of the Narateen sub-committee. Duties may include but not limited to:

- Coordinate communication between Narateen sub-committee, NTPP, groups or local service structure.
- Assist with background checks.
- Coordinate the certification of NT facilitators
- Coordinate basic facilitator training

Narateen Safety Coordinator (NTSC) - An area containing multiple Narateen meetings may decide to create this position to assist the Area Safety Coordinator with their duties in accordance with the Fifth **Concept of Service**, "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

Narateen Support Services may include:

Facilitator training – Schedule and coordinate training within an area or region.

Narateen budget – The NTPP or sub-committee (chair) is responsible to develop an annual budget to support Narateen efforts. The budget may include estimates to purchase Narateen New Group packets and literature, the number of background checks

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

anticipated for the calendar year, and to support Narateen participation at Nar-Anon conventions or events. The NTPP or sub-committee chair provides a Narateen budget to their area or region treasurer for inclusion into the budget.

Narateen reports at assembly or sub-committee – Each Narateen group is **encouraged to elect a GSR to represent their groups' interests at an assembly or sub-committee**, when established. In keeping with the Second Concept of Service, the final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family groups. Therefore, each GSR from a Narateen group has a voice and vote at area meetings, regional assemblies, or sub-committee meetings if established. **A certified Narateen Facilitator is required to be present at meetings where Narateen GSR's are present.**

Narateen Outreach –Each Nar-Anon group, area or region is encouraged to perform outreach to start and support local Narateen groups.

STARTING A NARATEEN MEETING

To start a meeting, the group, area or region will need two certified facilitators registered with WSO. It is suggested that each group have at least four certified facilitators available (two committed to regular attendance). Suggestions for starting a group:

- Contact your region to inquire about the availability of startup funds for new groups before purchasing a new group packet from the WSO.
- Choose a location and time that coincides with a Nar-Anon or NA meeting, as it will help teens attend and the availability of facilitator substitutes.
- Encourage Narateens to choose a group name by group conscience.
- Notify nearby Nar-Anon and NA meetings of your Narateen meeting.
- Visit the Nar-Anon Website for literature and other materials that can be downloaded or purchased.
- The Narateen group has been registered with WSO.

FACILITATING A NARATEEN GROUP

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. Emphasis should always be placed on the Nar-Anon/Narateen program.

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

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

certified Narateen facilitator to substitute. **The area or region's policy** will determine the process when one facilitator is unable to attend a meeting.

MEETING SAFETY AND MEMBER CONDUCT

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 group, area, or region safety policy. It is up to a group, area, or region to determine policy for dealing with teen disruptive behavior.

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 policy.

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.

Contact WSO if there is an alleged incident which endangers the health and safety of a Narateen, facilitator and or property.

Narateen Group Code of Conduct:

It is suggested that a code of conduct be developed by the group during the first few Narateen meetings. The code of conduct may be in the meeting format 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 remind the group of their code of conduct** and recovery principles. See Example Narateen Code of Conduct, Appendix 3.

Mandatory reporting:

It is important that mandatory reporting laws, such as those for child abuse and neglect, be reviewed for your state, province or country and incorporated into your Safety Policy and Guidelines. If reporting is not mandatory, you are encouraged to consult other Narateen facilitators or Narateen service members before taking any action. Facilitators must adhere to state, province or country laws for reporting child abuse and neglect.

In some states or countries, the mandatory reporting of child abuse may not apply to Narateen Facilitators. The reason for this is facilitators are volunteers and not professionals.

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

An individual, non-mandated, facilitator may feel morally obliged to report child abuse and neglect. They are encouraged to collaborate with other facilitators and Narateen service members in deciding when and how to proceed. Should a decision be made to report a case of child abuse the reporting individual should understand that the child abuse and neglect report is lodged in the facilitator's personal capacity.

The reason for the report being from an individual is to avoid violation of Tradition 10 - *"The Nar-Anon Family Groups have no opinion on outside issues, hence our name ought never to be drawn into public controversy."*

NARATEEN MEETINGS

Narateen meetings are closed, except by group conscience. Only adults who have been certified and registered with WSO may attend a Narateen meeting unless invited by a group conscience.

NARATEEN IN SCHOOLS AND OTHER FACILITIES

Narateen meetings in schools, hospitals, juvenile centers, and other professional settings allow access for teens who might not otherwise be able to attend. These meetings are often closed or limited access meetings, only open to the youth at these schools or facilities. Access by teens outside of these facilities may be allowed at the discretion of a facility. Some facilities require that a counselor or other staff members attend the meeting. In such cases, the meeting can be considered open only to required personnel who have been informed of Nar-Anon's **Twelve Steps and Traditions, particularly the Twelfth Tradition:**

"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities."

FUNDING AND SEVENTH TRADITION

To get started and maintain a Narateen group, there may be a lack of the necessary funds to pay rent, buy literature, etc. The local Nar-Anon group, area, or region may purchase literature or give donations to help a Narateen group. Each Narateen group is encouraged to participate in area or region fundraising. The goal of each Narateen group is to become fully self-supporting as suggested by the Seventh Tradition.

SPONSORSHIP IN NARATEEN

Sponsorship is a mutual and confidential sharing between two Narateen members. A sponsor is someone who has or is working the 12 Steps of the Nar-Anon/Narateen program. A sponsor can discuss personal problems, answer questions, and is willing to share their experience, strength, and hope of the Narateen program. Just as Nar-Anon members sponsor each other, Narateens sponsor each other. Facilitators do not sponsor

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Narateens but are available to answer questions sharing their experience, strength, and hope.

MEETING IDEAS

Each group adopts the format for Narateen Meetings, see Sample Format for Narateen Meetings found in the GLS. Some groups have a speaker, choose a central theme or topic, focus on a reading, do a step study, focus on a tradition study, or talk about a slogan. See Meeting Ideas pg. 3-4 in the GLS. The group may invite by group conscience a past Narateen member as a speaker or to share their experience working the Twelve Steps.

NARATEEN PARTICIPATION AT CONVENTIONS AND EVENTS

Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities whenever possible. A Narateen service member should be part of the event planning committee and all Narateen participation is conducted under the guidance of Narateen Facilitators.

It is suggested that Narateen members be encouraged to participate in being of service at conventions or events. Parent/Family Member/Legal Guardian consent is required for all Narateen members prior to attending a convention or event. See Appendix 4, Parent/Family Member/Legal Guardian Event Participation Consent Form.

TRANSPORTING MINORS

Nar-Anon Family Group Headquarters, Inc. does not recommend Narateen Facilitators transport minors to meetings or any Nar-Anon events.

NARATEEN LITERATURE

Please refer to www.nar-anon.org/Narateen/ for a listing of literature. Literature may also be purchased from Nar-Anon Web Store.

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Appendix 1

WORLD SERVICE NARATEEN COMMITTEE PROCESS TO REVIEW GROUP, AREA OR REGION SAFETY POLICY AND GUIDELINES

A group, area or region submits their Narateen Safety Policy and Guidelines to the World Service Narateen Committee for review. The process begins when a group, area or region submits their policy and guidelines for committee review. It is preferable a draft copy be sent for review prior to assembly approval. The committee can identify compliance with WS Narateen Safety Policy. Refer to figure 1 below, WS Narateen Committee Region Policy & Guidelines Review Process.

Process overview:

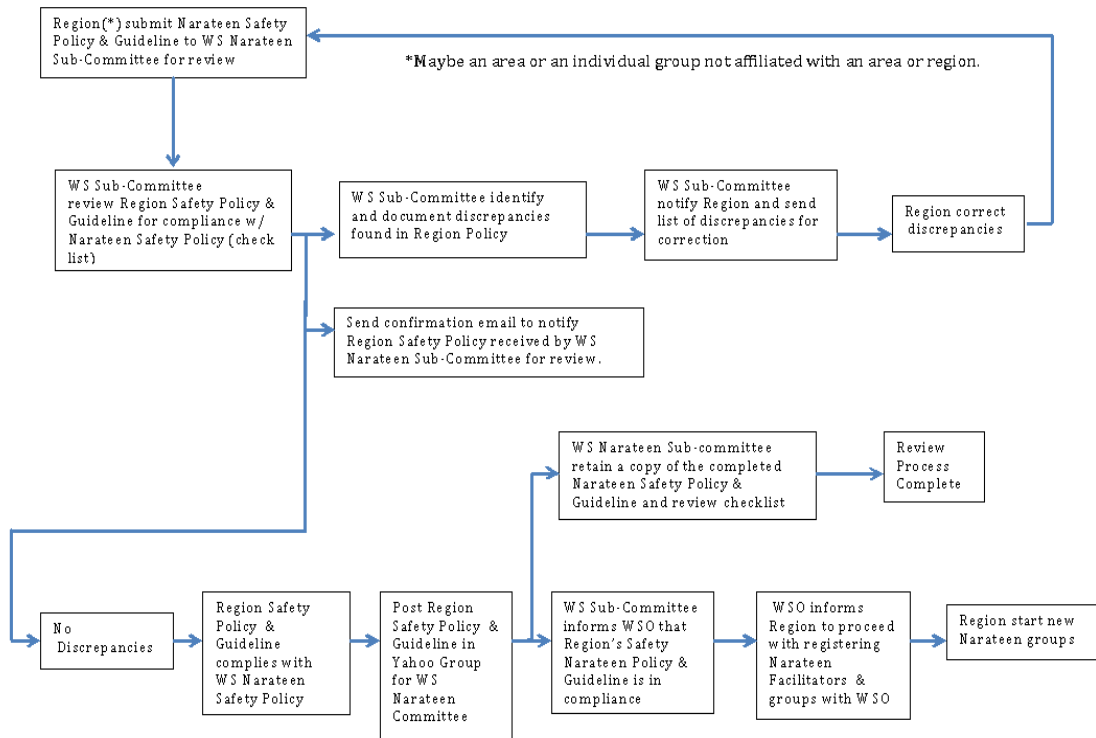
1. Upon receipt of guidelines, the WS Narateen Committee sends an email to the group, area or region confirming receipt of their policy and guidelines document.
2. WS Narateen Committee reviews the document for compliance and identifies any discrepancies. An email will be sent to the group, area or region identifying any discrepancies found and to make suggestions which may be helpful.
3. Region corrects discrepancies and resubmits for WS Narateen Committee Review.
 - a. If additional discrepancies are found, step 2 above will be repeated.
 - b. If no discrepancies are found, the WS Narateen Committee sends an email to inform the group, area, or region their document is in compliance with WS Narateen Safety Policy, see step 4 below.
4. When the document is in compliance with WS Narateen Safety Policy,
 - a. WS Narateen Committee sends an email to the group, area or region notifying them that their document is in compliance with WS Narateen Safety Policy.
 - b. Group, area or region may now proceed with Narateen facilitator and group registration.
5. WS Narateen Committee will send a copy of assembly approved area or region policy and guidelines with all associated files to WSO to be archived. In addition, the WS Narateen Committee will retain a copy for historical reference.

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Appendix 1

World Service Narateen Committee Region Policy and Guidelines Review Process

Figure 1



NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Appendix 2

NARATEEN FACILITATOR TRAINING

This template is the standard format for a group/area/region to use for development of their facilitator training. Some information is taken from the World Service (WS) Narateen Safety Handbook and can be modified where indicated to include your local area/region Narateen safety policy and guidelines. A Narateen Facilitator Training PowerPoint is provided as a separate document.

Template Keys –

- Text written in italics asks questions to prompt you to include information a facilitator may need to know. It may also provide a brief explanation.
- (Bold text) Asks you to provide information for the section, or bullet line item.
- Normal text is taken from a section in the Safety Handbook, or it may be summarized.
- References where information can be found in this document are provided for each section below and are indicated in (XX)

Standard Facilitator Training Format:

1. Welcome –
 - a. Discuss goal of training
(Facilitator Certification and Recertification, page 3)
2. Policy -
 - a. Identify facilitator and region requirements, discuss background checks, certification, and recertification process.
(Facilitator Certification and Recertification, page 3, Narateen Facilitator, pg. 3, Narateen Process Person, page 3)
3. Overview of Narateen Program
 - a. Narateen Group Member and Group Structure (Narateen Group Member and Group Structure (page 1)
 - b. Facilitator Duties (Narateen Facilitator, pg. 3).
 - c. Narateen Service Structure (Narateen Facilitator, pg. 3, Narateen Process Person, page 3, Other Narateen Service Positions and Support Services page 4)
4. Narateen meeting safety and member conduct
 - a. Transportation of minors (Transportation page 9)
 - b. Emergency Situations and Group Problems (Meeting Safety and Member Conduct page 6)

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

5. Supporting Narateen meetings and Nar-Anon events
 - a. Role of a Nar-Anon Group (Helping Teens Recover page 1)
 - b. Narateen in Schools and Other Facilities (page 7)
 - c. Narateen Participation at Conventions and Events (page 8)
 - d. Seventh Tradition (page 8)
 - e. Sponsorship (page 8)
 - f. Meeting Ideas (page 9)

6. Resources:
 - a. Area/region information web page
 - b. WS Nar-Anon Web store
 - c. WS Narateen Landing Page

7. Area/Region point of contacts

NAR-ANON WORLD SERVICE NARATEEN SAFETY HANDBOOK

Appendix 3

EXAMPLE NARATEEN CODE OF CONDUCT

Each group is free to develop their own code of conduct. Here are some examples a group may use when developing a Code of Conduct for their meeting. The Code of Conduct is read at the opening of the meeting.

1 – In the interest of avoiding meeting disruptions and spirituality, all cell phones should be silenced, switched off, or placed in a basket.

2 – As a sign of respect, there should be no crosstalk or attempts to embarrass another member during the meeting.

3 – All Narateens should be silent while a member is sharing and not move around.

4 – **In the interest of trust, all members should respect each other's** anonymity at all times.

5 – As a sign of respect to the newcomer, members are requested to offer a healthy shared experience.

6 – All Narateens are requested to respect a modest dress code.

7 – In the spirit of anonymity, all Narateens should remember the stories they have heard were told in confidence and should not be repeated.

NARATEEN SAFETY POLCY HANDBOOK

Form F-1

PARENTAL/FAMILY MEMBER/LEGAL GUARDIAN EVENT PARTICIPATION CONSENT FORM

PLEASE PRINT – Be sure to complete all information on this form.

Nar-Anon/Narateen Event: _____ Date: _____

Narateen Facilitator Name (s): _____

Phone: _____ Phone: _____

Narateen Participant Name: _____

Address: _____ City: _____

Parent/Family Member/Legal Guardian Name(s): _____

Cell: _____ Phone: _____

Email: _____

In the absence of parent/family member/legal guardian, please call (in case of emergency):

Name: _____ Relationship: _____

Phone: _____

HOLD HARMLESS

I/We agree to allow our child to participate in (event name) _____ For the duration of the event, he/she understands they will abide by the principles of _____ Nar-Anon for their behavior and established event guidelines. I/We agree to release and hold harmless Nar-Anon FGH, Inc., for inappropriate behavior and/or damage to property caused by my child.

NARATEEN SAFETY POLCY HANDBOOK

Form F-1

MEDICAL TREATMENT CONSENT

____ Yes ____ No In the event of emergency and the Facilitator is unable to contact a parent(s) family member(s) or legal guardian(s), I/We give permission for the Narateen Facilitator(s) to take necessary actions to seek emergency medical attention for the Narateen member listed above. I/We grant consent to healthcare providers to give any necessary medical care to the Narateen member listed above as a result of any injury or illness.

The parent/legal guardian is responsible to pay all medical expenses as needed.

IF YOUR ANSWER IS NO, PLEASE ADVISE THE NARATEEN FACILITATOR AS TO WHAT ACTIONS YOU WOULD LIKE TAKEN.

OPTIONAL

Other important information (i.e. food or medication allergies):

PARENT/LEGAL GUARDIAN CONSENT:

I (we) _____ give permission to

(Parent/Family Member/Legal Guardian)
(Narateen Member Name)

to attend _____ under the supervision of

(Event Name) (Facilitator
Name)

Parent/Family Member/Legal Guardian Signature:

Date: _____