



WORLD SERVICE NARATEEN SAFETY GUIDELINES

Helping Teens 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, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen.

These Narateen guidelines were created to ensure 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 working with youths.

FACILITATING A NARATEEN GROUP

A Narateen facilitator should be an active member of Nar-Anon attending meetings on a regular basis. All Narateen facilitators must register with the WSO and should agree to submit to a background check, even if their local area, state, region, province or country's guidelines do not require one.

Narateen facilitators should not dominate the meetings, but facilitate to keep the group focused on the topic. It is suggested that a facilitator not be the parent of a Narateen member in their group, as members of the group may feel uncomfortable speaking freely and openly. An NA member can be a Narateen facilitator provided they are also a member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

It is recommended that Narateen facilitators be consistent in following the group's guidelines. The rationale is that many Narateen members may have been exposed to a lack of consistency in their home environment. They are likely to attend meetings with an atmosphere of safety and familiarity. Groups are also more successful when a facilitator is willing to serve for a period of one or two years.

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. Also, 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 may be taken to continue or cancel the meeting.

NARATEEN FACILITATOR CERTIFICATION

Each local Nar-Anon area or region shall develop a process to define and certify Narateen facilitators based on these World Service Narateen Safety Guidelines in accordance with the local area, state, region, province, or country's laws. It is important to check into the legal requirements for adults working with youths. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen.

A Narateen process person (NPP), chosen by the area or region, is responsible for the confidential records, including the completed forms and background checks of facilitators. The NPP communicates with potential facilitators and local or state agencies.

It is suggested the NPP be certified in the same way as a Narateen facilitator. An alternate delegate or alternate chair is often utilized for this position. This allows for communication between the NPP and the regional service committee (RSC) to flow more effectively.

Once a certification process is in place at the area/region level, a list of certified Narateen facilitators shall be kept by the NPP. This list must be sent to WSO annually and when changes occur.

HELPING FACILITATORS GROW

One of the best ways to get feedback from others on what is and isn't working is two-way communication between facilitators in the area/region. Holding a Narateen facilitator workshop is a great way to get feedback from others. These can be held at an area or region convention or meeting. Inviting interested Nar-Anon members to attend can help expand your facilitator base.

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 practices, principles, and standards.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal abuse, emotional disorders, and law enforcement issues. The facilitator's job is to help teens cope with their feelings regarding addiction using the tools of Narateen/Nar-Anon. Parents 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 according to the behavior requirements. Any

disciplinary action to be taken by facilitators is explained in the requirements. An example of possible disciplinary actions would be a verbal warning for the first offense.

Before and after the meeting, it is the parents' responsibility to discipline their children and they should not be questioned by the facilitator. 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.

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 NPP should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse, be reviewed for your city, county, state, or province and incorporated into your guidelines. Always consult your NPP or other Narateen facilitators before taking any action regarding reporting.



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