

## **FLORIDA REGION NARATEEN SAFETY POLICY AND GUIDELINES**

### **ROLE OF THE REGION:**

The Florida Region will provide the following to each new Narateen Group registered with the WSO:

- A Narateen New Group Packet
- One copy each of the "Hope for Children", "Day at a Time" and "Living Today in Alateen" Books
- A Narateen Step Workbook; and
- the Narateen Table Card.

Virtual Narateen meetings generating out of the FL Region will be supported by the Florida Region.

The Florida Region will reimburse and/or pay for the costs of the background checks for Narateen Group Facilitators.

As with other subcommittee chairs, the Narateen Subcommittee chair will be elected at regional assembly and have term limits as determined by the region.

The region members will vote at assembly on any submitted motion to change these guidelines.

### **ROLE OF THE NARATEEN SUBCOMMITTEE:**

- Ideally the committee should include at least one facilitator or member from each Narateen group.
- The Narateen subcommittee shall update the FL Region Safety Policy and Guidelines as needed and present as a motion for assembly approval.
- Submit a yearly budget proposal to the region.
- Refer to the Narateen Process Person (NTPP) the names of interested facilitators who have communicated with the committee and appear committed to supporting a Narateen meeting.
- Support existing group members and facilitators.
- Support outreach and new group formation.
- Support Narateen participation in local Nar-Anon conventions.
- Work to design and maintain a facilitator training program.
- Assign experienced facilitators to mentor new facilitators.

### **ROLE OF A NAR-ANON GROUP:**

It is suggested that Narateen Groups be affiliated with an active Nar-Anon Group. Local Nar-Anon groups are encouraged to provide material and/or financial support for Narateen as well as have members willing to become certified facilitators.

## **ROLE OF THE NARATEEN PROCESS PERSON (NTPP):**

- The Florida Region's Treasurer, who is elected at assembly, shall serve as the Narateen Regional Process Person with duties and responsibilities as follows:
- Maintain and update Florida and Alabama Narateen Group Facilitator information and Narateen Group information with Nar-Anon World Service Office (WSO).
- Maintain current information with the background check agencies in the States of Florida and Alabama, including setting up account and payment information.
- Verify funds are available for background checks.
- Communicate and maintain records between agencies and facilitators for completion of background check process.
- Act as a liaison between WSO, the Florida Region, the Florida Narateen Committee, Narateen facilitators, Narateen members, and the fellowship.
- Securely store records related to facilitator information and background check results.
- Send completed facilitator registration forms to WSO (S-333) and update that information annually each June.
- Complete and submit the Narateen Group Registration form to the WSO via their website once the group is ready to start.
- Communicate passed background checks to the regional Narateen Committee chair.
- Preferably should not be an active Narateen facilitator or member of the Florida Narateen Committee.

## **ROLE OF FACILITATORS:**

The role of a Narateen facilitator is to provide a safe space for the teen group members and provide a framework and guidance for the meetings based on the 12 Steps, 12 Traditions and 12 Concepts of Nar-Anon. There must be two Narateen Group facilitators at all Narateen Meetings (see special exception below for a school-based group).

## **A NARATEEN GROUP FACILITATOR MUST MEET THE FOLLOWING REQUIREMENTS:**

- Be at least 21 years of age.
- Be an active member of Nar-Anon, continue to attend their own meeting, and maintain a working knowledge of the Nar-Anon program.
- They should not be a family member or guardian of any group members.
- Successfully complete the necessary background check that is in accordance with Florida and Alabama Laws. Completed background checks will accommodate all public and private institutions/facilities. In Florida, background checks are completed every five years according to the

Care Provider Background Screening Clearinghouse to ensure the safety of group members. The background check required by Florida Law allows qualified entities to obtain state and national criminal history record checks on individuals working with children, the elderly or the disabled. Facilitators in the State of Alabama are required to obtain their background checks through the Alabama Background Check System (ABC).

- Those interested in becoming a Narateen facilitator should submit a letter of willingness to the Narateen committee who will share these guidelines with them, assess the need for additional facilitators and offer support before submitting the letter of interest to the NTPP. The NTPP will then communicate directly with the interested Nar-Anon member to start the background check process.
- Have an experienced Narateen Facilitator mentor for the first 6 months for guidance and support.
- Facilitators will respect all local, state and federal laws related to adults interacting with minors. Their role as facilitator is as a volunteer not a professional. They should be encouraged to consult each other or Narateen Committee members for support before reporting suspected child abuse or neglect.
- A facilitator will serve as the liaison to any supporting Nar-Anon group and the facility where the meeting takes place.
- Facilitators with more than 6 months experience must be willing serve as mentors to new facilitators.

#### **NARATEEN GROUP MEMBERS:**

- Group members will be aged 13-18 and be affected by the addiction problem of someone close to them. Individuals outside of this age range can be members if the group decides through group conscience.
- Group members will create behavior guidelines for the meeting and help each other adhere to them.
- They will be encouraged to keep the focus of the meeting on the Nar-Anon 12 steps of recovery using only conference approved literature.
- Per the Nar-Anon 12 Traditions, they will respect both each other's and the addict's anonymity as well as aim to be self-supporting, though a local Nar-Anon group can decide to provide financial and material support.
- Just as for Nar-Anon groups, Narateen members may elect a Group Service Representative to represent them at the area or regional level meeting. They may also elect other service positions such as group secretary and treasurer.

#### **SPECIAL SITUATIONS:**

**Transportation** of any minor Narateen member by any Narateen Facilitator is discouraged (please see the Narateen Safety Handbook, Appendix 4 – Form F-1).

**School based meetings:** A school professional who has been screened and approved through the school district background check can substitute for one Nar-Anon facilitator only on an emergency basis

if 2 facilitators are not available and the group conscience approves. This will assure that 2 adults with passed background checks are present at each meeting while avoiding the need to cancel a meeting.

**Only 1 facilitator is available to attend a meeting:** Group conscience by the Narateen members will decide whether the meeting takes place. For in person and virtual meetings, after group conscience is taken, the meeting can be held with one facilitator as long as the group agrees that it be recorded.

**Facilitator suspects a minor member is a victim of neglect or abuse:**

Facilitators will respect all local laws related to adults interacting with minors. Their role as facilitator is as a volunteer not a professional. They should be encouraged to consult each other and/or Narateen Committee members for support before reporting suspected child abuse or neglect.

For more detailed information regarding the Florida Child Abuse Mandatory Reporting law please refer to Florida Statutes 39.201 – Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline. For Alabama, please refer to 2021 code of Alabama, Title 26 - Infants and Incompetents. Chapter 14 - Reporting of child abuse or neglect. Review the State of Alabama's Department of Child Abuse and Neglect Prevention document.

**GROUP PROBLEMS AND EMERGENCY SITUATIONS:**

Each Narateen group should develop before or at the first meeting, through a group conscience involving both facilitators and members, a written plan on how to handle emergency situations which should include, but not be limited to, the following:

1. A member becomes disruptive (e.g. give a verbal warning). If a member's disruptive behavior requires their removal from a meeting, a facilitator should stay with the minor until they are released to their parent/legal guardian. For virtual meetings, if disruptive behavior continues after a warning, the Narateen will be removed from the virtual platform.
2. A physical danger such as natural threats (i.e. storm) or fire. The written plan should include the emergency exit plan of the facility where the meeting is taking place. For all meetings, the meeting could be cancelled due to the above-mentioned natural disasters.
3. A member becomes ill. The parent/legal guardian should be called and a facilitator should remain with the minor until they are picked up. Calling 911 for assistance will be up to the judgement of the facilitators present.