

Ontario Region Narateen Policy and Safety Guidelines

In Person and Virtual Meeting

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Ontario Region Narateen Policy and Safety Guidelines

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Narateen Groups & their Members

Narateen Groups, which are a part of the Nar-Anon fellowship, are formed to provide support to the teen-aged family members and friends of addicts. A Narateen group is a safe environment where teenagers can share and work on their recovery. The principles that apply in the Nar-Anon Fellowship, such as honesty, trust, confidence and anonymity, also apply to Narateen, as do the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

Narateens are the younger members of the Nar-Anon Family Groups who have suffered because of the addiction problems of a loved one or someone very close to them. They have come to Narateen seeking recovery. Before recovery can take place, an environment of trust and safety must exist. It is the responsibility of Nar-Anon and Narateen as a whole to work together to maintain a healthy, loving and supportive environment.

The principles that apply in the Nar-Anon Fellowship, as outlined in our Twelve Steps, Twelve Traditions and Twelve Concepts, are found in the Nar-Anon Family Groups' Guide to Local Services and Nar-Anon Family Groups' Guide to World Services.

The following guidelines offer procedures for ensuring the safety of Narateen members, their personal Narateen sponsors, Narateen facilitators and Nar-Anon/Narateen as a whole.

Following these guidelines is not a substitute for knowing and obeying laws of your particular Area or Region, as it relates to minors. Each municipality/province has its own way of regulating these issues and it is important that each person involved in Narateen is aware of and follows *all* local law requirements.

Roles Each Level of Service in the Ontario Region Structure Plays in the Effectiveness of Narateen as a Whole**The role of Ontario Region as it relates to Narateen:**

- The Ontario Region will support and provide each new Ontario Narateen group registered with the WSO with the Narateen New Group Packet as well as a copy each of “Alateen, A Day at a Time”, “Living Today in Alateen”, “Alateen, Hope for Children of Alcoholics” and the “Narateen Twelve step Workbook”.
- Ontario Region/Area will:
 - Support NMINS: Nar-Anon members in Narateen Service
 - support Narateen group members and facilitators
 - support Narateen Outreach and New Group formation
 - support Narateen participation in local Nar-Anon events (i.e.) Nar-Anon days and conferences
 - support Area Narateen Coordinators in their training and education efforts
 - provide time and resources for training workshops.
- Ontario Region will reimburse potential Narateen facilitators the cost of the required Vulnerable Sector Check (VSC).
- The Ontario Region Narateen Process Person (NTPP) will be nominated and voted in by the Region Assembly of Group Service Representatives (GSRs) and will serve for a designated term (3 years) as decided by the Region Assembly. The NTPP duties are as liaison between the Region, Narateen groups, and the World Service Office (WSO) on all matters concerning Narateens, the Narateen groups and Narateen Facilitators. Further detailed information on the role and duties of the NTPP position is included in these guidelines
- The Ontario Region will support a Narateen sub-Committee whose Chairperson will be elected by Assembly. The Narateen Chairperson will refer to the NTPP the names and required contact information of any interested Nar-Anon members who have communicated to Region an intention to serve as a Narateen facilitator and who seem committed to support Narateen meetings and is willing to get a VSC.
- The NTPP will present a yearly report and budget proposal to the Regional Service Committee (RSC) and Treasurer respectively.
- Any changes or updates to these Policy and Safety Guidelines, is the responsibility of the Region Narateen sub-Committee will be presented as a motion to Regional Service Committee and after careful consideration of knowledge-based information, and with full committee participation by way of discussion may vote to present a motion to Assembly for their vote to adopt the changes
- A region Narateen Sub-Committee will be ideally comprised of facilitators, NMINS, Narateen members and/or the NTPP, who will all submit to the same screening process as facilitators with the exception of Narateen members.
Sub-committee duties:
 - to review and update the Ontario Region Narateen Policy and Safety guidelines as needed and present as a motion for Assembly approval
 - Submit a yearly budget proposal to region
 - Support Narateen participation in local Nar-Anon events.
 - Work to design and maintain a facilitator training program.
- The Region Service Committee will arrange for an Assembly of all Group Service Representatives for the purpose of providing a forum for discussion of any motion and conducting a vote where required, on any motion.

Role of the Nar-Anon Group as it Relates to Narateen:

- Nar-Anon members can foster awareness that Narateen is a part of Nar-Anon and that where there is no Narateen group meeting available, young people are encouraged to attend Nar-Anon.
- It is only an 'active' member of Nar-Anon who can become a Narateen Facilitator or NMINS.
- It is suggested, but not a requirement, that Narateen groups be affiliated with an active and local Nar-Anon group. Experience has been that when a Narateen group is formed and meets concurrently with a Nar-Anon group meeting, and even an NA meeting, the Narateen membership grows, and it also increases the safety for Narateen members and Narateen facilitators. The Nar-Anon group can be a valuable source of additional certified Nar-Anon members involved in Narateen service (NMINS) as well as being available to serve as back-up Narateen group facilitators.
- As Narateen is part of Nar-Anon Family Groups, Narateen members may go to the Nar-Anon meeting if a substitute facilitator is not available when a regular facilitator is not present.
- Local Nar-Anon Groups are encouraged to provide material and/or financial support for the Narateens as well as have and encourage members willing to become certified.
- Note that an NA member who is not a qualified Nar-Anon member, MAY NOT be a Narateen facilitator or Nar-Anon member involved in Narateen service (NMINS)
- Any GSR may present a motion to make a change to the Narateen Policy and Safety Guidelines for Assembly approval.

Role of Regional Narateen Process Person (NTPP):

Accepts Applications, maintain, secure and update Narateen Group Facilitator records, Nar-Anon Members involved in Narateen Service (NMINS) information and all Narateen group information and will submit all completed registrations for facilitators and for all new Narateen groups to the Nar-Anon World Service Office (WSO).

The Narateen Process Person (NTPP) will:

- Accept submissions for facilitator, which includes a completed registration form (GLS) (www.nar-anon.org) and a valid VSC in a sealed envelope or may also be sent electronically (secure).
- Verify that regional funds are available to reimburse for VSC
- Acts as a liaison between WSO, Region, Narateen facilitators, Narateen members and the Narateen groups. Communicate passed/approved-VSC to the region.
- Securely store and maintain records related to facilitators and their respective VSC; updated annually.
- Send confirmation of completed facilitator applications and registration forms to WSO and update that information **annually with WSO by June**.
- Complete and submit the Narateen group registration forms to WSO when the group is ready to start. Once the Narateen group is registered, it will be assigned a group ID# at which time the group may start its meetings.
- Be aware of and familiar with Region/Area requirements and processes and committed to make sure all Nar-Anon/Narateen group events are in compliance.
- Any lists of facilitators generated should be treated as any confidential list of trusted servants and be dated.
- If a list is used to verify certification for, i.e., a Narateen event, remember that certification can change at any time; a list is only accurate on the day it is printed.
- Work cooperatively with Region, WSO and Narateen. Make contact with each to check accuracy of the list and submit changes if any, always keeping confidentiality and the anonymity of all members.
- It is suggested the NTPP be certified in the same way as a Narateen facilitator.

Role of Narateen Facilitators:

The role of the Narateen facilitator is as a **volunteer** whose primary role is to provide a safe place for the Narateen group members and provide the framework and guidance for the meetings based on the Narateen 12 Steps, 12 Traditions and 12 Concepts of Service.

- Facilitators/NMINS are Regional positions, and therefore can be available wherever the need is, within the Region.
- Facilitators are not there to run the meetings but to allow the teens to run and conduct their own meetings in a safe environment under the facilitator's supervision and guidance.
- Facilitators are **reminded to listen, and not dominate** the meeting. You are not to be teachers.
- A Narateen facilitator must be sensitive to Narateen members, and in time will come to know when to be quiet and when to share.
- Facilitators can at times, **briefly** share his/her experience in living with the disease of addiction, and their strengths and hope gained from the 12 Steps, knowledge of the 12 Traditions, and hope for the future.
- Facilitators help Narateen members keep the focus on the Nar-Anon/Narateen program.
- A facilitator helps the teens cope with their feelings regarding addiction by ***gently guiding them to using the tools and principles of the Nar-Anon/Narateen program.***
- A Narateen facilitator is not a counsellor or a peer of the Narateen member. A facilitator should never give advice or attempt to solve the problems of the Narateen member.

Regional Narateen Process & Requirements

A Narateen Group Facilitator must meet the following requirements:

- Recommended to have at least **2 years** in Nar-Anon and have a good understanding of the Steps and Traditions.
- **All** Narateen Facilitators and NMINS **MUST** register with WSO and agree to submit Vulnerable Sector Check (VSC).
- Not have been convicted of a felony, and **not** have been charged with child abuse or any other inappropriate sexual behaviour and **not** have demonstrated emotional problems which could result in harm to Narateen members.
- Any conduct contrary to applicable laws is prohibited.
- Facilitators should be willing to commit to this service for a period of 2 (two) years.
- Be at least 21 years old
- There must be at least two (2) facilitators in attendance during the meetings.
- Facilitators will ensure the safety of all group members.
- Be an active member of Nar-Anon, continuing to attend their own Nar-Anon meetings and maintain a working knowledge of the Nar-Anon Program.
- Must successfully complete a (VSC) or equivalent every 3 years and renew the Facilitator Registration Form (S-333-14-09-15) with Region and WSO **annually by the set WSO deadline (June). NTPP will forward** them to the WSO.
- Where possible, have an experienced Narateen facilitator be present for the first few meetings of a newly formed Narateen Group, providing support and guidance.
- All new facilitators will be mentored for a period of 12 months.
- Each facilitator must be willing to act as a mentor for new facilitators.
- A facilitator will act as liaison to any supporting Nar-Anon Group and the facility in which the Narateen meetings take place.
- Certified facilitators will be identified clearly at events (i.e. name tags or on screen).
- Maintain an atmosphere that will protect the Narateen member from physical and emotional harm.
- A facilitator will maintain appropriate adult behaviour by exercising good taste and integrity in conduct.
- It is not recommended that a facilitator facilitate a Narateen group meeting if they are a family member or Guardian of a teen attending the same group meeting; **but** at the same time, it may be felt by the Narateen members that having a meeting is more important than who is facilitating. A group conscience can decide if this is acceptable.
- Become familiar with the Narateen literature, these Guidelines, NFG Guide to Local Services (GLS) and NFG Guide to World Services (GWS). Facilitators must agree to follow all Narateen Safety Guidelines.
- Know how to contact emergency services should a Narateen member become ill or hurt on site and be prepared with an action plan in advance of the meeting.
- Keep on hand a list of community resources where Narateen members can seek help regarding physical violence, abuse, suicide prevention etc. and share how members can get in touch with the resources.
- Attend Narateen Sub-Committee meetings which supports local Narateen groups.
- **It is the Facilitator's responsibility to find a substitute if unable to be present at a meeting**
- **A facilitator's role is as a volunteer**, not a professional. In the event that any Narateen facilitator/NMINS suspects child abuse or neglect, they will consult with each other and/or the Ontario region Narateen sub-committee before any action is taken.
- Review **Ontario's' Mandatory Duty to Report Laws** as well as the **Legal and Transitional Responsibility of NMINS**, included in these guidelines. Contact the NTPP of your region for more information.
- Most Important! Always be careful to ensure the anonymity of the Narateen member.

Tips for Narateen Facilitators

- When a Narateen member shares experiences related to the difficult topics of abuse, violence or suicide, the Narateen facilitator can encourage the teen to seek help from school counselors, social service agencies, police and the courts.
- It is suggested and recommended, that facilitators maintain a list of community resources, to be able to share with Narateen members in need, should they ask for help. However, facilitators are careful to limit their part of the discussion to their own experience, and do not give specific advice.
- Review Ontario's Mandatory Duty to Report Laws included in these guidelines.
- Sometimes problems seem to require a more immediate solution. Here is where the Narateen facilitator sometimes has to remind themselves to just sit back and listen. Before long they come to realize that there is no way they could ever solve all the Narateen's problems and the best course is to listen. Being heard is often what everyone in the program needs the most. Furthermore, it reminds the Narateen facilitator that he/she is present only to facilitate and guide the group, not the individual Narateen.
- It is wise to remember that anyone's sharing tells just one side of the story and a facilitator must refrain from judging anyone... parent or child. A facilitator's role is to listen and offer tools of the program and not take sides. Practicing detachment with love is helpful as is remembering principles before personalities.
- In some instances, a member may share something sensitive to a facilitator that brings up past experiences and painful feelings. Remembering to detach with love and sharing your feelings with a personal sponsor may help the discomfort to go away.
- Start meetings on time even if some group members straggle in after the meeting has started. Starting on time means ending on time. Parents appreciate not having to wait for their children and are more likely to accommodate meeting time schedules and if necessary, provide transportation.

Narateen Facilitators Interacting with Parents/Guardians

- The Narateen facilitator has the responsibility to safeguard the confidential discussions of the meeting. It is important for the Narateen member to know he/she can trust the facilitator to honour confidentiality. As suggested in the Nar-Anon/Narateen Welcome, *'Everything that is said here, in the group meeting and member-to-member, must be held in confidence. Only in this way can we feel free to say what is on our minds and in our hearts. This is how we help one another in Narateen'*.
- It is important for the Narateen to trust that if a parent/guardian approaches a facilitator and asks what was discussed, the facilitator will not divulge anything and will refer the parent back to the member.
- There may come a time when a parent/guardian believes his/her child is at the meeting when they are not or don't attend. A facilitator does not have to lie. Covering for Narateens is not part of the confidentiality to which each member is entitled.

Set Boundaries

- Avoid infringing upon parental authority. Parents are responsible for the behaviour of their children before and after meetings. If a Narateen member has to be removed, it is the responsibility of the parent to discipline the child. A facilitator should not either question or agree with how the parents exercise their authority.
- A facilitator's job is to help the Narateen cope with their feelings and emotions, using the tools of the program.
- Facilitators should never belittle a parent or guardian or place themselves above the authority of a parent or guardian.

Know When to Step Down

Whenever anything interferes with the need to protect yourself, i.e.: accusations, controversy, threats of personal harm, etc., discontinue serving as Narateen facilitator. Even if you are totally blameless, stepping aside will not only protect the Narateen member and you, it will preserve the unity of the fellowship as well.

Various Other Ways to Serve Narateen as Facilitator or NMINS

Those Nar-Anon members who wish not to facilitate a meeting, but still want to serve Narateen, are referred to as Nar-Anon Members Involved in Narateen Service (NMINS) and must be certified in the same way as facilitators. Nar-Anon Members Involved in Narateen Service (NMINS) can provide service to Narateen by chaperoning an event, public outreach or serving as a substitute group facilitator, to name a few.

Uncertified Nar-Anon Members

- Encourage Nar-Anon members to become NMINS and encouraging parents to bring their children to a Narateen meeting. Parents often feel they have protected their children from the effects of addiction and denial prevents them from believing the children are in need of the support as much as they themselves. This is a false belief that leaves the children to fend for themselves...alone.
- Can help with workshops, newsletters, public outreach or distributing flyers etc.
- Sharing the message of HOPE is the greatest service.

Considerations when Transporting Narateens

ONLY certified facilitators or Nar-Anon Members in Narateen Service (NMINS) can transport Narateens to events when a parent cannot provide transportation. **Transporting Minors is not recommended** but when necessary, we always use the #3 rule and never a 1:1 (adult to minor). Possible instances include but not limited to; to and from meetings, conferences, Nar-Anon Day events etc. Transportation of any Narateen member by a Narateen facilitator must occur **only** with the expressed **written consent** of the member's legal guardian. **Information and permission forms** for completion are included in these Guidelines (page 16-19). It is necessary and a **must** to have a notarized **'Authorization to Obtain Medical Care Form'** (included in these guidelines), when escorting Narateen members to a function that takes them away from a parent/guardian. In the event of an emergency, timely medical care can be more easily obtained.

Narateen Meetings

All Narateen Groups must be registered and assigned a Group ID# by WSO

Narateen meetings are **closed** meetings, 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. Once registered, a Narateen group abides by the Narateen Traditions and is open to all Narateen members

Group Autonomy

Each Narateen group has autonomy and is encouraged to enact and enforce its own standards, rules of conduct and procedures provided it does not violate local laws or Regional Narateen Safety and Behavioural Requirements. A group and its members should consider whether their actions will affect other Narateen groups, Nar-Anon, or NA as a whole (tradition 4). The acts of each individual(s), Nar-Anon/Narateen group(s), Facilitator(s) are solely the acts of the individual(s), that group and its Facilitators, and not those of the Nar-Anon Family Groups

Narateen Group Members:

Narateen Safety and Behavioural Requirements

Narateen members should familiarize themselves with these Guidelines and the Regional Narateen Safety and Behavioural Requirements included in these guidelines. Remember, you are responsible for your own safety and well-being. You do not have to accept unacceptable behaviour! If you or anyone else in your group is uncomfortable with the actions of a Narateen facilitator, the facilitator can be replaced with another certified facilitator. The first step is with an informed group conscience. Involve the ~~ASR~~, Regional/Area NMINS, and NTPP. These trusted servants will work with you. They are committed to your well-being.

- Group members will be between the ages of 12 and 19 years and claim to be affected by the addiction problem of a loved one or someone close to them. NOTE: Individuals outside this age range can be members if the group conscience decides in that favour. *This is to be the exception, not the norm.*
- Narateen members who are legal adults must adhere to the same requirements as Narateen members who are minors when participating as Narateens.
- Group members should be encouraged to create their own Behaviour Guidelines (code of conduct) for the meeting and help each other adhere to them, i.e., no cross talk, listening and being respectful, no phones etc.
- Group members will take responsibility for their own behaviour and encourage good behaviour from other members of the group.
- Engaging in inappropriate activity could also result in losing the meeting space. Rough-housing, fighting, overt or covert sexual behaviour or any other inappropriate behaviour, before, during or after the meeting or event can put you and your group in a dangerous position and prevents you from receiving the help that Narateen offers. Also, these inappropriate actions can affect the Nar-Anon/Narateen program as a whole and place adults who are trying to help Narateens in a legally vulnerable position. Even if your actions are blameless, you can be adversely affected by the actions of others.
- A group can conduct an exchange meeting with other Narateen groups and their Facilitators. You may at some time want to call upon them for help in solving Facilitator or Group problems. An on-going interchange between Narateen groups, Facilitators and Narateens brings a new perspective to problem solving. There is safety in numbers.
- If you or anyone is uncomfortable with the actions of others, a discussion regarding the group's behaviour guidelines is appropriate. If offensive conduct persists, that member can be asked not to return, but, BEFORE such action is taken, an informed group conscience should be conducted referring to the guidelines and application of the Twelve Traditions be considered.
- Take regular Group Inventory. See Nar-Anon website
- Encourage fellow members to keep the focus of the meeting on the Narateen 12 Steps, Traditions and Concepts of Service. Recovery using only Conference Approved Literature
- Narateen Members will respect, both each other's anonymity and the addict's anonymity, as well as aim to be self-supporting, though the local Nar-Anon Group can decide to provide financial and material support.
- Just as in Nar-Anon Groups, Narateen members may elect a Group Service Representative (GSR) to represent them at Regional/Area meetings. They may also elect other service positions such as group secretary and treasurer.
- Personal sponsors are not Nar-Anon members or NMINS. Narateen members are encouraged to sponsor each other in a peer-to-peer relationship

Narateen Participation Outside Group meetings

Ensuring Compliance with Narateen Safety and Behavioural Requirements:

To ensure the safety of Nar-Anon and Narateen as a whole, a Narateen Conference within the Area or Region is connected to the Regional structure. In order to use the Narateen name, any event or gathering with Narateen participation must be in compliance with the Narateen Safety and Behavioural Requirements and these guidelines, i.e., paperwork required for certification of NMINS & registration of groups. (See details 'Regional Narateen Process' pages 7 and 8)

The role of Nar-Anon is to 'guide' rather than 'direct' the young people toward recovery. Narateens will be more responsive when they are treated with the same respect as any other Nar-Anon member. Allowing the freedom for the Narateen members to make their own decisions within the boundaries of safety and the Region's minimum requirements, ensures integrity to the principles of Nar-Anon/Narateen and encourages growth and understanding of the Twelve Steps and Traditions by sharing ideas, fun and fellowship with other Narateens.

In keeping with the 7th Tradition, contributions for attending events will be generated only from within Nar-Anon. Fundraising events may be conducted to provide full or partial funds for Narateens or Narateen facilitators, who may not otherwise be able to attend.

Emergency Situations

Each Narateen group should develop, through a group conscience involving both facilitators and members, a written working plan on how to handle emergency situations which should include but not limited to:

1. A member becomes disruptive
2. A physical danger such as a pending storm or fire
3. A member becomes ill

Special Situations

While at all Narateen meetings there must be two (2) facilitators present, it is not necessary for two facilitators to be present at a school presentation or school board meetings. A school professional who has been screened and in possession of a VSC can aptly substitute for a Narateen facilitator. Other facilities in use for Narateen meetings may also provide a professional who is in possession of a VSC and could attend in place of a Narateen facilitator.

If by chance there is only one (1) facilitator available to attend a regular meeting, a group conscience which includes both facilitator and members, will decide whether or not the meeting will take place. If a Narateen meeting is held in conjunction with a Nar-Anon meeting, i.e. same time and location, then a Nar-Anon member who is also a NMINS could sit in to replace an absent facilitator.

Procedural Duties and Responsibilities

Potential Facilitators

Those interested in becoming a Narateen facilitator can communicate their willingness to their GSR or other service member who may share these Guidelines with them and offer support. The GSR/service member will provide them with the contact information of the Region NTPP who will contact the interested member, provide them with information regarding Narateen Facilitator Training requirements and upcoming opportunities, necessary paperwork, and issue to them a letter to receive a VSC. Facilitators will respect all local laws relating to adults interacting with minors

Procedure for Potential Facilitator to fill out paperwork and submit to WSO

- Complete Facilitator application (S-333) – Nar-Anon Website (GLS); ***re-certification annually in June.***
- Obtain *Letter of Request* for Volunteer Position; from Regional Representative (NTPP) (this letter is necessary to present to Police Facility for VSC)
- Obtain VSC (***renewed every 3 years***)
- Submit completed Facilitator application along with VSC to the NTPP

Procedure for Facilitator Re-certification with WSO (Annually)

Facilitators must re-certify annually. Before the WSO deadline: (June)

- Obtain and complete application for re-certification - Nar-Anon Website or from NTPP
- Obtain a Screening and Certification application from NTPP
- Submit completed applications to NTPP

Procedures to ensure groups and events using the Narateen name have a formal connection to Region and are in compliance with Ontario Regional & Area requirements.

- Only registered Narateen Groups are able to use the Narateen name and can be listed on meeting lists, directories and websites.
- Updated Group and Contact information to be submitted to NTPP (Narateen Process Person) annually or as necessary when group information changes.
- Flow of all information concerning Narateen with respect to the participation of members and facilitators at events; goes through Region to NTPP, who updates information with WSO, who in turn confirms information back to the NTPP, who then informs the Region, the Narateen representative and event organizer respectively. The process and members must ensure the safety and security of personal information and each member's anonymity.

Procedure for listing all registered groups in Ontario Region

- The NTPP, upon receiving confirmation from WSO, which would include the new groups ID number, will notify the GSR or Facilitator of the new Registered Group and give the OK to start their group meetings. As well, the registered group's information (Location, Date & Time & contact information; Group ID Number and Group Name) will be forwarded to the website coordinator.
- All groups will be informed of the newly formed Narateen group and will receive an updated meeting list.
- Narateen Groups must **promptly** inform the NTPP of any changes to their groups information.
- Groups that violate the Ontario Narateen Policy and Safety Guidelines and/or WS Guidelines will be removed from the Ontario Region NFG website.

Procedural Duties of Narateen Process Person (NTPP)
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Procedure to protect records and safeguard Facilitator personal information

- NTPP will secure all applications received from membership
- NTPP will safeguard all personal information as confidential documents.
- NTPP will hold all records and copies of all applications for Narateen facilitators as well as the annual re-certification applications for facilitators.
- NTPP will hold all applications for Narateen Group registrations in Ontario Region and will serve as the liaison between Ontario Region, the Narateen Groups and WSO.
- NTPP will update facilitator and Narateen Group information as is necessary

Procedure to distribute, review and hand-over records

Hand-over process from current NTPP to in-coming NTPP includes:

The transfer of records from the current NTPP to the In-coming NTPP is done in a safe and secure manner.

All documents are delivered in either a sealed envelope or electronically (*securely and safely*).

- Provide all current and valid registrations for Facilitators including current and valid VSC documents.
- Provide all current and active Narateen group registrations and their respective Group ID number
- Provide any/all lists of facilitator names and their respective ID numbers.
- NTPP will destroy all non-current registrations and personal information of any sort and will do this in a safe and secure manner.

NTPP will provide copies of record (list of currently registered Facilitators and Narateen groups) to Ontario Region Service Committee and submit a report annually.

Legal and Traditional Responsibility of Nar-Anon Members Involved in Narateen Service including Facilitators and NMINS

Nar-Anon members involved in Narateen service may become aware of instances of child abuse. A question then arises on how to best deal with the problem. If an effort to protect a Narateen results in an incident being reported, is the **Tradition of Anonymity** being violated?

The first action is to get legal advice regarding Regional requirements and existing local laws.

- The laws in Ontario, relating to mandatory reporting usually refer to persons performing in a professional capacity, and not as Volunteers. ([Child, youth, and Family Services ACT-2017S.O.2017,c14,Schedule 1](#)) ([Duty to report clause 125\(1\)](#)).

Steps when considering reporting - whether mandatory or not

- First, discuss the matter with another Nar-Anon Member in Narateen Service (NMINS).
- Before reporting, discuss your intentions with the Narateen member.
- Follow advice of legal counsel regarding keeping identities anonymous.
- Any reporting is done as an individual, not as Narateen Facilitator or NMINS

Where reporting is required, there is no choice but to comply with the law. In most localities, a Narateen Facilitator or Nar-Anon Member Involved in Narateen Service (NMINS) are volunteers and will not be legally required to report instances of suspected child abuse. Yet, as a Facilitator/NMINS, we may question what is right for the Narateen member.

Narateen Facilitators or Nar-Anon Members Involved in Narateen Service (NMINS), who feel a moral responsibility or are compelled by law to report cases of suspected child abuse to the authorities, should always consult with each other and/or the Ontario Narateen sub-committee members, before any action is taken and if necessary, contact the NMINS who holds the Narateen member's contact information. It is important to reason things out through the Regional process before disclosure, ***keeping in mind the Traditions and the Narateen member's anonymity.***

- Prior to reporting to authorities, the Narateen Facilitator or Nar-Anon Member Involved in Narateen Service (NMINS), should discuss their intentions with the Narateen member to avoid placing the member in danger and to maintain confidence and trust in the Facilitator/NMINS and the Narateen program, *in keeping with Tradition 12.*
- It is important to follow the advice of local legal counsel, as keeping the identity of the alleged abuser anonymous is important. Accusations of child abuse are defamatory and could lead to claims of libel and slander.
- In order to keep the Narateen fellowship from public controversy, any reporting is done on a personal basis, as an interested or concerned adult rather than as a Narateen Facilitator or Nar-Anon Member Involved in Narateen Service (NMINS), *in keeping with Tradition 10.*

Preparing Narateens if Reporting is Mandatory

If a mandated reporter is present at a meeting, then the facilitator should let the Narateens know up front ***before*** sharing begins, that such incidents discussed during the meetings will be disclosed. This allows the members a choice on the subjects they share.

Option: A statement may be something included in the format of the meeting and read aloud before the sharing commences.

Getting the Narateen Meeting Started

- Thoroughly review all the materials from the WSO; New Group Pkg., NFG Guide to Local Services and NFG Guide to World Services.
- Decide who will fill the positions necessary to begin, such as Permanent Mailing Address (PMA), Group Representative, Secretary/Treasurer.
- The Permanent Mailing address (PMA) of a Narateen Group (group contact) ***must be a certified NMINS***
- Complete the Group Registration Form and Group Service Representative Form (GLS) and submit to NTPP
- As a group, work out the details of how the meeting will be conducted. Contact your Ontario Region NTPP for information and to find out how and when the meeting will be listed on the Ontario Region website and local meeting lists.
- One or two Narateen members can agree to be contacts for Narateen and take twelfth step calls from newcomers. These contacts are members of the group and important for extending a warm welcome to newcomers, travelers, professionals and others seeking information about their Narateen group. They provide a personal invitation to newcomers to attend the next meeting, including details about how to find the group's meeting room. The contacts first name and number may be provided to callers seeking information on the Narateen toll-free meeting/helpline.

Sharing in Narateen Meetings

Tradition 1: Our common welfare should come first; progress for the greatest number depends upon unity.

In group meetings we share our experience, strength and hope keeping the focus on ourselves and how the Nar-Anon/Narateen Program has helped us change our attitudes and actions. We concentrate on our own feelings and attitudes, rather than on the details of our situation.

Tradition 12: Anonymity is the spiritual foundation of Nar-Anon and Narateen

Our discussions focus on solutions for our own difficulties. We try not to tell other people's stories or repeat what we see or hear, always protecting one another's anonymity and the anonymity of all Nar-Anon, Narateen and NA members, as well. Members of Nar-Anon/Narateen share a common problem in recovery. Everyone is equal and important, therefore, no one should divulge an outside position or status.

Nar-Anon/Narateen members avoid discussion of specific religious beliefs or ideas, criticism of one another or the addict, gossip or revealing intimate details of their problems. Detailed personal discussions take place between meetings in private conversations with another member or Personal Sponsor.

Members leave other affiliations outside our meeting rooms.

Twelve Steps of Nar-Anon/Narateen

1. We admitted we were powerless over the addict – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves
5. Admitted to God, to ourselves and to another human being, the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of his will for us, and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

Twelve Traditions of Narateen

These guidelines are the means of promoting harmony and growth in Narateen groups and in the world fellowship of Narateen as a whole. Our group experience suggests that our unity depends upon our adherence to these principles:

1. Our common welfare should come first; personal progress for the greatest number depends on unity.
2. For our group purpose there is but one authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The teenage relatives of addicts, when gathered together for mutual aid, may call themselves a Narateen group, provided that, as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Narateen groups, NA or Nar-Anon as a whole.
5. Each Narateen group has but one purpose, to help other teenagers of addicts. We do this by practicing the twelve steps of Nar-Anon/Narateen, and by encouraging and understanding the members of our immediate family.
6. Narateen, being part of Nar-Anon Family Groups, ought never endorse, finance or lend our name to outside enterprises lest problems of money, property and prestige divert us from our primary spiritual aim. Although a separate entity, we should always co-operate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Narateen Twelfth Step work should remain forever non-professional, but our service centres may employ special workers
9. Our groups as such ought never be organized; but we may create Service Boards or Committees directly responsible to those they serve.
10. The Narateen Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion. We need always maintain personal anonymity at the level of Press, radio, TV and films. We need guard with special care, the anonymity of all NA members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

THIS FORM MUST BE FILLED OUT ENTIRELY IN ORDER FOR THE NARATEEN TO PARTICIPATE

PARENTS: Please read, complete, sign this form and keep a copy for your records

NARATEENS: Please return this completed form to your Narateen Group Facilitator or accompanying NMINS

FACILITATORS/NMINS ESCORT: Keep the original copy of this form in your possession for the duration of time the Narateen member is in your charge

NARATEEN MEMBER'S INFORMATION

First and Last Name: _____

Address: _____ City: _____ Province: _____

Postal Code: _____

Phone Number: () _____

Date of Birth: _____

FACILITATOR/NMINS or (Adult in charge of Narateen) INFORMATION

First and Last Name: _____

Address: _____

City: _____

Province: _____ Postal Code: _____

Phone Number: () _____

EVENT INFORMATION

Name of Event: _____

Location of Event: _____

Address of Location: _____

Phone of Location: () _____

Date & Time & Place of Departure: _____

Date & Time & Place of return: _____

Mode of Transportation: _____

(*include make, model, year of vehicle & license plate number)

CUSTODIAL PARENT/GUARDIAN INFORMATION

First and Last Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Phone Number: Home: () _____ Work: () _____

During this event I can be reached at: () _____

NEAREST RELATIVE NOT LIVING WITH THE NARATEEN MEMBER OR PARENT/GUARDIAN

First, Last Name & Relationship: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

Phone Number: Home () _____ Work () _____

HOLD HARMLESS STATEMENT:

As the Parent/Guardian of aforementioned Narateen member, I am responsible for payment of any medical services required and obtained on said member's behalf. I further hold harmless the event attended by my child as well as _____

(insert Name of Group & WSO Registration # of group, and Area)

or Authorized representative thereof, should any harm come to my child as a result of his/her participation in this activity or procurement of medical treatment.

Parent/Guardian Signature: _____ Date: _____

PARENTAL PERMISSION (to be signed in the presence of the Facilitator/NMINS escort)

I, _____ hereby grant permission to to travel (Parent/guardian)

(Narateen Member Name)

to and from, to participate in _ under the supervision of (Event Name)

_____ on _____
(Facilitator/NMINS escort Name) Date(s) of Event including travel time)

Parent/Guardian Signature: _____

AUTHORIZATION TO OBTAIN MEDICAL CARE

In order for anyone to obtain medical care, for another person who is not a family member, this form must be filled out entirely and bear the original notary seal.

When distance and time may compromise acquisition of timely medical attention, attendance to a fellowship event can be prohibited if this form is not properly filled out and notarized.

DISEASES/MEDICAL CONDITIONS

(Narateen member or Facilitator/NMINS escort name) _____ has(had) the following diseases or problems.

Heart Trouble _____

Tuberculosis _____

Stomach Ulcers _____

Asthma _____

High Blood Pressure _____

Low Blood Pressure _____

Epilepsy _____

Liver Trouble (Hepatitis) _____

Fainting spells or Seizures _____

Diabetes _____

Hives _____

Other (please describe) _____

ALLERGIES

(Narateen member or Facilitator/NMINS escort name) _____ has had allergic reaction from the following:

(please all that apply)

Penicillin _____

Local Anesthetics _____

Aspirin _____

Sulphur Drugs _____

Sedatives _____ Bee

Stings/Insect Bites _____

Pollens _____

Other (Please Describe) _____

CURRENT MEDICATIONS

Please list all prescriptions & over-the-counter drugs. These medications MUST be in their original container(s) with labels firmly in place.

(Narateen member or facilitator/NMINS escort name) _____ is currently using the following medications: _____

OTHER CONDITIONS OR PROBLEMS

(Narateen member or Facilitator/NMINS escort name)_____has the following condition or problems not listed above that you should know about. (please Explain)_____

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MEDICAL INSURANCE INFORMATION

You MUST provide medical insurance information in the space below.

For the US:

Name of Insurance Co, _____

Employer Name _____

Employee name and Social Security Number _____

Group ID # _____

(or attach a medical coupon if covered by medicaid)

For Canada:

Health Card or Medi-Number _____

NOTARY STATEMENT

Form B, **Authorization to Obtain Medical Care**, is not valid without a signed and sealed Notary Statement

Province of _____

County of _____

(Facilitator/Escort/Responsible Party Name)_____is authorized upon my signature below to obtain any medical care necessary for the duration of the above stated function on behalf of (Participants name)_____who is my _____
(self, son, daughter)

Dated this _____ day of _____ 20____

(Signature – if 18 or over)

(Signature of Parent/Guardian) if under 18

Before me, the above signed authority, on this day personally appeared_____, to me known and known by me to be the person who signed the above authorization, and acknowledged to me that she/he executed the same for the purpose therein stated.

WITNESS my hand and seal this _____ day of _____ 20____

Notary Public

My Commission Expires: _____ Seal: