

NARATEEN

A Report to the 7th Annual Midwest Assembly, by the Midwest Nar-Anon, Ad Hoc Narateen Committee, to inform of policies and guidelines approved by the World Service Narateen Committee arrived at by consensus, October 15, 2016 and approved by the WSO 2016. ~Janis

A Narateen Floor Motion was APPROVED; OCT. 24, 2015 by the Midwest Region of Naranon at the Midwest Assembly, in Addison, IL 60101 which states;

We, the Midwest Region of Nar-anon accept and adopt the Narateen Safety Guidelines, as approved by the World Service Organization, and as delineated in the Report to the 6th Annual Midwest Assembly by the ad hoc Committee of Narateen, October 24, 2015. The process will be as written on page 6 of the Narateen Report. We propose the ad hoc committee continue to assist with and provide materials for facilitator training and guidance. We propose the RSC select a member to be the Narateen Process Person (NPP) to manage certification and communicate with the WSO and that this person be elected annually at the Midwest Region Assembly.

Introduction

Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. Narateen meetings are closed and limited to teenagers, (13-18) thus it must be a safe environment where teenagers can share. Narateen subcommittee chairs shall be elected at the assembly. Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities, not Nar-Anon meetings, whenever possible. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen. (*Narateen – Safety Guidelines doc.*)

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. (*Narateen – Safety Guidelines doc.*) Narateen members will conduct their meetings in accordance with those of Nar-Anon. Each group has a Group Service Representative and an Alternate Delegate; groups currently meet in Eastern Pennsylvania, Florida, Illinois, New Jersey, and throughout the world. Narateen is not self-supporting; Start-up Packets are supplied by the Region, but the Home Group funds it.

Role of the Narateen Facilitator

Two Facilitators must be registered with the WSO, even if both cannot be present at a meeting. It is recommended that Narateen facilitators be consistent in following the group's guidelines. This rationale is based on the assumption that many Narateen members may have been exposed to a lack of consistency in their home environment. They are more likely to attend meetings where there is an atmosphere of safety and familiarity. The success of a group is more likely when a facilitator served for a period of one or two years. (*Narateen – Safety Guidelines doc.*)

I. Introduction to the Training of Narateen Facilitators

- A. First and foremost, a facilitator must be mindful that in any and all interaction with teenagers; one is required to abide by the federal, state and local laws with regard to minors and children; the age range of Narateen members: 12-18; check ID.
- B. Secondly, but equally important, a facilitator must be an active member, attending Nar-Anon meetings on a regular basis, be fluent in the language of the Twelve Steps, Twelve Traditions, and Twelve Concepts, and actively working a program.
- C. Thirdly, Nar-Anon is proactive in taking appropriate measures to protect children. Certification of Facilitators is contingent upon having attended a 1-2 hour A/V presentation on Physical, Sexual, Verbal Abuse, Neglect, Pedophilia and the Law.

II. Documentation Requirements of Facilitators

- A. Criminal Background Check? Yes!
- B. Fingerprinting? Maybe not. (To be decided at the Midwest Region Assembly?)

III. The role of facilitator is different than that of a member of Narateen.

- A. Facilitators listen but are encouraged to NOT participate in discussion. Healing comes from members sharing their own teen experience; hence an adult must not interject, comment, suggest, interrupt or otherwise involve oneself in the meeting.
- B. Facilitators must be in the room together whenever and wherever teens are present: never allow adult facilitators to be left alone, one-on one, with a teenager, whether the teen be a long-time member or a newcomer.

IV. Additional details about the role and function of Facilitators

- A. The facilitator has ownership of the room key; not to be handed to a teenager, nor allow a teenager to open the door for you, nor borrow the key from you.
- B. The facilitator maintains a library of books, pamphlets, newcomer packets, C/DVDs.
- C. The facilitator records: 1. purchases of materials* 2. name lists, phone and email* 3. monies collected during meetings, as well as minor expenditures.*
- D. The facilitator keeps abreast of news and events pertinent to Narateen, approved by Nar-Anon and is responsible for dissemination of information to teen members.
- E. Parent of a Narateen member may NOT facilitate at a meeting where their own child is present, even if he or she is already a Certified Narateen Facilitator.

*But, once a Narateen is well and regularly attended, these duties could become those of the teens in the name of; GSR, Secretary and Treasurer.

Narateen Facilitator Certification

Each local Nar-Anon area or Region shall develop a process to define and certify Narateen facilitators based on the above stated, World Service Narateen Safety Guidelines in accordance with the local area, state, region, province, or country's laws. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen. To remain registered, Facilitator Registration Forms need to be renewed annually in June with the Nar-Anon World Service Office (2016 CAR, Motion 31).

I. Narateen Process Person (NPP)

The NPP must be at least 23 years of age and an active member of Nar-Anon for 3 years and have held service positions beyond the group level for at least 2 years.

A. What is the role of the **NPP**?

1. **NPP** is chosen by the area or region.
2. **NPP** is a member of this subcommittee and may also serve as chair (2016 CAR,, Motion 28).
3. **NPP** is responsible for verifying that Narateen Facilitators attend and complete youth training courses.
4. **NPP** collects info and submits Facilitator Reg Forms to WSO (GLS, S-333-14-09-15)
5. **NPP** communicates with potential facilitators, as well as local and state agencies.
6. **NPP** creates a process to securely store and dispose of records (background checks).

B. It is suggested that the **NPP** be certified in the same way as a Narateen Facilitator. An Alt Del or Alt Chair is often utilized for this position. This allows for communication between the **NPP** and the regional service committee (RSC) to flow more effectively. An RSC member could become **NPP**, depending upon the workload of any particular RSC position; i.e., Vice Chair. Or the Narateen Subcommittee chair could assume the position of the **NPP**. (2016 CAR)

C. Once certified at the area/regional level, a list of certified Narateen Facilitators is kept by the **NPP** and sent to WSO, annually should changes occur. In Elmhurst, IL, the Ad Hoc Narateen Committee Chair was willing to serve as **NPP**, conducting training and background checks, the fees for are covered by the individual volunteer being screened, but no new meetings formed.

D. Who is the current **NPP** for the Midwest Region of Naranon?

At the 2015 Midwest Regional Assembly, a decision was arrived at by consensus, that this role be fulfilled by a member of the Regional Service Committee. Of those positions, the Secretary was thought to be the most logical place to “insert” an **NPP**. This has changed. Why? A secretary takes minutes and keeps records for the MWR, hence assuming the maintenance of **NPP** data may be viewed as logical, but adding **NPP** duties to this position is cumbersome. Further discussion should lead the MWR to a decision on this.

E. Regions of more than one states; advisable to elect a Narateen Safety Coordinator (NSC).

II. The Screening Toolbox: Using a Variety of Resources

Using a variety of resources will help achieve the goal of a secure and thorough background-screening process. Look at each component as an additional layer, building a solid and comprehensive screening program.

Aware that Nar-Anon as an organization is especially mindful of concerns regarding child-sexual abuse within youth-serving in the Narateen organization, and proactive in taking appropriate measures to protect children, making the applicant aware of NarAnon's thorough screening process will serve as a deterrent to individuals with questionable motives.

Based on the Nar-Anon criteria, those extremely important behaviors, actions, or statements that would give you pause, or be seen as red flags in an environment with minors may have already been noted in the Nar-Anon meetings.

“However, it is imperative to remember that people who are trying to gain access to children to victimize them may not have a criminal history. Examples of red flags could be an excessive or unnatural interest in children's activities, interest in particular age groups or gender of children, and possibly an unwillingness or reluctance to submit to a background check. Keep in mind that there are some characteristics that are similar in individuals who pose a possible *threat* to a child, and in individuals who have healthy relationships with children”

[Reference: This project was supported by a Cooperative Agreement 2009-CK-WX-K001 awarded by the Office of Community Oriented Policing Services, U.S. Department of Justice. ISBN: 978-1-935676-60-7 June 2013].

A. Here are five layers of screening to consider:

1. **Nationwide and state criminal-history checks** A list of the State Identification Bureaus is available on the FBI Criminal Justice Information Service's website at www.fbi.gov/about-us/cjis/background-checks/state-identification-bureau-listing.

2. State and national public sex-offender websites

If you have questions about the NSOPW, contact the U.S. Department of Justice's Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking at www.ojp.usdoj.gov/smart/.

3. State child-abuse registries

The type of information in each registry varies as well. Some states limit the information to only substantiated reports of abuse, while others include all reports made and investigated, even if they were determined to be unsubstantiated. There is currently no national registry, so individuals must be checked on a state-by-state basis.

[These state repositories are maintained in a database called the Integrated Automated Fingerprint Identification System. IAFIS is a national fingerprint and criminal-history system that responds to requests 24 hours a day, 365 days a year. IAFIS searches include arrest records, convictions, juvenile records (if provided by the state), dismissed charges or not-guilty verdicts, warrants, Sex Offender Registry information, physical characteristics (i.e., height, weight, hair, tattoos, and eye color), and aliases. All arrest data included in an Identification Record is obtained from fingerprint submissions, disposition reports, and other information submitted by agencies with criminal justice responsibilities. Additional details may be obtained from the

court. Adult court records are public information unless sealed by court order. Links to all state, territorial, and tribal sex-offender websites can be found by visiting the “Registry Sites” web page, accessible from www.NSOPW.gov.]

B. Narateen Facilitators are drawn from a limited pool of Nar-Anon or NA.

Since In-Person interviews are recommended for all organizations where youth are involved, as are references, and observation of the applicant, how is this accomplished for Narateen?

What Criteria Will Be Used?

1. Facilitator is a well-known
 - a. 2 year member of the specific Nar-Anon group starting up a new Narateen group
 - b. Fluent in the “language” of Nar-Anon and NA;
 - i. 12 Steps
 - ii. 12 Concepts
 - iii. 12 Traditions
 - c. Actively in Recovery; working the 12 Steps of NA or Nar-Anon Program.

C. Who will evaluate the criteria? NTPP as supported by WSO

D. What disqualifies a Facilitator?

1. Failure to complete the screening process
2. Past history of sexual victimization of children (regardless of completed therapy)
3. Conviction for any crime in which children were involved (regardless of successful completion of probation or incarceration)
4. History of violence or any sexually exploitative behavior, including acts against adults
5. Termination from a paid or volunteer position for misconduct with a child
6. Lying about criminal history

E. What if You Notice or witness child abuse either verbal or physical by a Faciliator/Parent/Legal Guardian?

It is everyone’s responsibility to make sure any harm against a child is reported. If you observe inappropriate behavior or if you have reason to believe something inappropriate has occurred, do not assume someone else will report it. It is up to you to act.

1. If you have observed or have reason to believe there has been an incident of sexual contact, sexual abuse, or physical abuse, **report this information directly to law enforcement.**
2. If you have observed or become aware of behavior you feel is suspicious or concerning, **report this information directly to the organization’s leadership.** This should not be a substitute for contacting law enforcement.
3. **If any questionable behavior on the part of a Facilitator is reported, he/she must step down.**

Ideally, background screening should be nationwide, timely, and at minimal cost; yet there is no comprehensive national screening resource currently available meeting these criteria. It can be

difficult for non-law enforcement entities to conduct and analyze criminal history checks, and access to child-abuse registries is limited. A comprehensive screening program includes training, reporting procedures, criminal history checks, in-person interviews, and reference checks. Whatever combination of sources used, the most thorough and comprehensive of background checks will not eliminate the risk of harm to children and should not be viewed as the universal remedy to child protection. Organizational policies must prohibit inappropriate practices such as allowing an adult to work alone with a child or give personal gifts to a child.

III. Volunteer Rights to Screening

A. First of all, keep in mind that times have changed.

Gone are the days when you simply showed up at an organization's door, offering your free time for a cause close to your heart. Like it or not, background screening seems here to stay.

B. Enter: the Volunteers for Children's Act.

C. Still, privacy and security of your personal information are legitimate concerns.

Identity theft is a real threat. Personal information collected just to start the screening process may be all an identity thief needs. Not only that, background screening reports can include personal details about your life that you would not normally share with others.

D. The following are some things you can do for peace of mind:

1. Review Nar-Anon policies, both on background screening and privacy. If policies are not clear, ask questions.
2. Visit the Nar-Anon website.
3. If a commercial screening vendor is used, get the name and contact for the vendor. Under the FCRA you may be entitled to an annual report of information the organization has collected.
- 4 Object to signing open-ended notice and consent forms.
5. Papers containing personal information are securely stored with the NPP.
6. Ensure that personal information required for Internet background checks is encrypted.
7. Take the opportunity to gather information on yourself. Check your own criminal records through the FBI, or the your state's criminal history repository, which can be accessed online.
8. For more info on "specialty" reports: www.privacyrights.org/fs/fs6b-SpecReports.htm.

E. FBI Checks vs. Commercial Companies

1. **FBI:** fingerprinting adds a layer; e.g: aliases will be revealed
2. The FBI's Triple I data file relies on input from state repositories, which in turn, rely on input from county courts and law enforcement agencies.
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>.
3. **Commercial** background screeners have data quality and completeness lacking in FBI files. Inconsistencies and lack of uniformity in state criminal records repositories means FBI files may not give a clear, complete picture of a criminal history.

IV. A Program of Attraction: Increasing Number of Narateen Facilitators

One of the best ways to increase volunteers to work with Narateen is to communicate between facilitators in the group, area and/or the region. Hold a Narateen facilitator workshop at a meeting and at area or region conventions. Inviting interested Nar-Anon members to attend can help expand your facilitator base.

For additional information please read about Narateen on the nar-anon.org website.

V. UPDATE 2016

A. At the time of publication of this Ad Hoc Narateen Committee Report:

There is but one **Narateen Meeting** in the **Naranon Midwest Region**, called “New Beginnings.” It meets on Thursdays, at 6:30 pm Worth, IL, across the street from the local high school. The Facilitator is Jeremy who reports that they did not meet in the summer, but through his outreach to the high school counselors this fall, he expects members aged 12-16 will attend as they have in the past.

B. REGISTRATION OF GROUPS

A Narateen group is considered a group and is listed on the Nar-Anon World Service Website when it has met the following requirements:

1. WS Narateen Safety Guidelines (S-332) and Regional Narateen Safety Guidelines
2. Have at least 2 certified and WSO registered facilitators.
3. Be registered with WSO by the NTPP via the Narateen Group Registration form.

Registration of all Narateen groups that fall under an NSO is the responsibility of that NSO. It is important that any changes made in the group information be kept up to date with WSO. Narateen Registration Forms can be found online at www.nar-anon.org/Narateen/ (GLS).

C. From the WSO Conf, 2016: ATTACHMENT #7 – Motion 34,

“Sample Format for Narateen Meetings”

(All readings are from the *Nar-Anon Blue Booklet*.)

1. A Narateen meeting differs from Nar-Anon because there is a *Code of Conduct*.
2. “In Narateen we have a group agreed upon *Code of Conduct* to keep this meeting a safe place for us all to share and grow.” Read it at the beginning of every meeting.

VI. It is the request of the current members of this Ad Hoc Narateen Committee that it be sanctioned by the 7th Midwest Region Assembly, to continue its work for an additional year, but understood that the role of Chair be assigned term limits for the Midwest Region of Nar-Anon.