

The Diocese will ensure all property is secure, including adequate locks and security systems.

Replacement of an Existing Security System

- 1) The Diocese is to provide a new Intruder Alarm System (IAS) in the following circumstances:
 - a) Where there is no existing intruder alarm system in place
 - b) Where the Diocese considers that an existing system is no longer fit for purpose

Repairs to, or Re-commissioning of, an Existing System, that is deemed satisfactory

- 1) The Diocese will pay for and arrange the re-commissioning of an existing System where the loss of access codes or instruction manual would not allow the new occupier to use that System.
- 2) The Diocese will pay for the replacement of the following components
 - a) A control unit (where recommended for replacement by an alarm company)
 - b) A damaged or inoperable PIR or door or window contact
 - c) Keypad
 - d) Bell boxes

Day to Day upkeep of the System

- 1) The Occupier will be responsible for dealing with false activations of the Systems. It is advised that when the Occupier is away they share the relevant codes with the Wardens or relevant PCC member who will over see the house during the unoccupied period.
- 2) The Occupier will be responsible for the maintenance of the Security System – the Interior Decoration Scheme may be used to fund this.
- 2) The Occupier is responsible for the setting up, or paying for, an annual maintenance agreement with an alarm company. (Again the IDS can be sued for these costs).

There is no obligation on the part of the Occupier or Parish to have an active maintenance agreement. However, if a fault does develop you may find that you will not have as rapid a response from the alarm company if you do not have a maintenance agreement with them.

- 4) The Diocese is not responsible for replacement batteries.

Please Note: All new systems will have two codes, one for the Occupier and override/master code that will be held centrally in case the Occupier code is lost or to ensure the Diocese can maintain access in cases of an emergency.

NB: This policy supersedes any pre-existing policy or guidance or other documents.