

Updating Parental Consents and Biometrics in Edulink Using a PC

- Access Edulink via your web browser. Click on the “Update Information” icon.



- The first page displayed allows you to update your personal information, such as address, email and phone numbers. Please check these are correct, if they are not, please update these.
- From here click on your child's name. This will bring up your child's personal information. This allows you to update family members, addresses, dietary, medical and ethnic/cultural information, such as first language and religion.
- At the bottom of this page there is a section called "Parental Consent". In here you are able to select if you give consent for your child to use their fingerprint for secure cashless catering purposes, the tick box next to "Fingerprint Recognition Biometrics" needs to be selected. You can give consent on whether we can use your child's photographs and for which purposes. You are also able to give consent for trips/visits . By selecting this, you are consenting to your child being able to attend trips in the UK that fall in normal working hours (7.00am to 5.00pm). We will ask for additional consent if a trip requires a higher level of risk assessment because of the activities involved or if it is a residential trip.

Parental Consent

Parental consents

Fingerprint Recognition Biometrics

Appear in Local Media

Child Photos on School Displays

Fingerprint Recognition Biometrics

Photos used on School Website

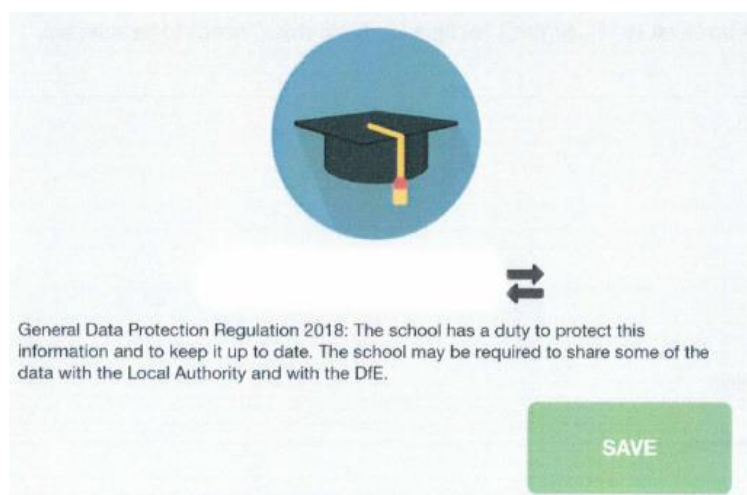
- **Then click save.**

Updating Parental Consents and Biometrics in Edulink Using a Mobile

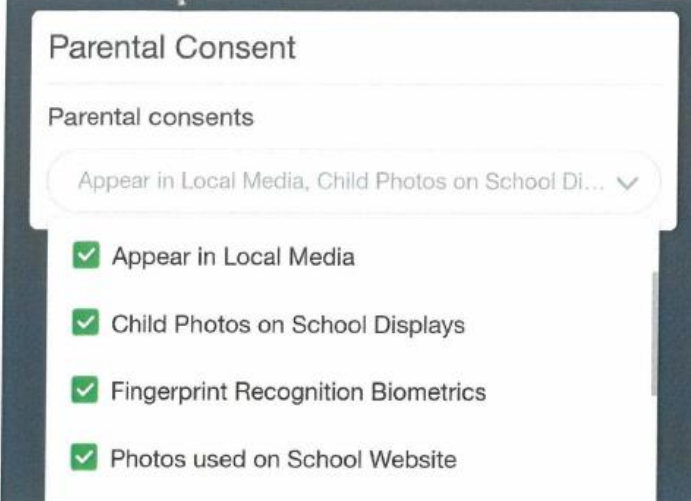
- Access Edulink via the mobile app. Click on the "Update Information" icon.



- The first page displayed allows you to update your personal information, such as address, email and phone numbers. Please check these are correct, if they are not, please update these.
- **From here click on the two arrows icon.** This will bring up your child's personal information. This allows you to update family members, addresses, dietary, medical and ethnic/cultural information, such as first language and religion.



- At the bottom of this page there is a section called "Parental Consent". In here you are able to select if you give consent for your child to use their fingerprint for secure cashless catering purposes, the tick box next to "Fingerprint Recognition Biometrics" needs to be selected. You can give consent on whether we can use your child's photographs and for which purposes. You are also able to give consent for trips/visits. By selecting this, you are consenting to your child being able to attend trips in the UK that fall in normal working hours (7.00am to 5.00pm). We will ask for additional consent if a trip requires a higher level of risk assessment because of the activities involved or if it is a residential trip.



The image shows a screenshot of a "Parental Consent" form. The form has a title "Parental Consent" and a sub-section "Parental consents". Below this, there is a dropdown menu with the text "Appear in Local Media, Child Photos on School Di..." and a downward arrow. Underneath the dropdown, there are four items, each with a green checkmark in a square box to its left:

- Appear in Local Media
- Child Photos on School Displays
- Fingerprint Recognition Biometrics
- Photos used on School Website

- **Then scroll back to the top of the page and click save.**

