

EVOLVE



EVOLVE Consent for Parents and Carers



EVOLVE Consent

EVOLVE (the clubs and trips management system used by your child's school) includes a Consent Module which schools can use to seek online consent from parents and carers for activities.

Each consent form is built by the school and sent to parents online via EVOLVE.

How It Works

EVOLVE will send you a secure encrypted link via the email address you have supplied to your child's school, and you will be prompted to complete the consent form online. Schools may still allow you to send a paper form in if you would prefer this – please check with the school for more details.

Help & Support

This guide will support you with the key points of EVOLVE Consent. If you have any further questions please contact your child's school.

EVOLVE Consent enables you to:

- Be confident that consent form responses are received instantly... and not lost in school bags!
- Reduce printing costs by completing the form online
- Reduce admin time completing and returning paper copies of consent forms

This guide outlines:

1. Consent Form Request Email
2. How to Complete the Consent Form
3. How to Confirm Contact Details
4. Success!

NB: This guide is for parents and carers who do not have a myEVOLVE account.

Step 1: Receive Consent Form Request Email

When the school sends a consent request, you will receive an email to advise a form is awaiting your attention.

Click the link in the email to view the consent form:



Consent Request

A request for consent has been submitted to you for the following visit or activity that your child will be involved in.

School/College: Example School

Department: English

Student: John Smith

Event: An Inspector Calls, Theatre, London May 2018

Date: 23/03/2017

Staff Member in Charge: Mrs J. Jones

Click [here](#) to view further details and complete the consent form. If you have any questions, please contact Example School directly.

**** DO NOT REPLY TO THIS AUTOMATIC EMAIL ****

This email was sent by [EVOLVEcomms](#).



Step 2: Complete the Consent Form

The consent form will open in a new window (see example form below).

Each consent form is customised by the school, and could differ for each activity:

myEVOLVE

Test Student

This consent form has been sent to you because you are registered as the parent/carer.

Event: An Inspector Calls, Example Form
Date: 23/03/2017

— Further Information

Itinerary

Consent Requested/Pending

Test Student, 7A

COLLECTION ARRANGEMENTS

I will collect my daughter from:

Details of alternative collection arrangements:

OTHER

Sweatshirt size:

CONTACT DETAILS

Contact address of parents during holiday:

Current Contact Details: 0796xxxxx509 - Tash (Aunt)

Are these contact details correct for this event?

Do you grant consent?

Parent/Carer Name:

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Documents available for download are displayed here.

Consent forms may require you to answer additional questions before you submit your response. Some questions may be compulsory.

You must answer the consent question and add your name.

When the form is complete, click [Submit].

Step 3: Confirm Contact Details

If your contact details are stored in your school's management system, EVOLVE will display these on the Consent form. You must confirm if these contact details will be correct for this event.

The screenshot shows a web form titled "Current Contact Details" for "0796xxxxx509 - Tash (Aunt)". It asks "Are these contact details correct for this event?" with "Yes" and "No" buttons. Below, it asks for "Additional contact numbers to be used for this visit/activity ONLY:" with a text input field containing "07000 100 100" and "Add to existing" and "Replace all existing" buttons. A green bar at the bottom asks "Do you grant consent?" with "Yes" and "No" buttons, and a "Submit" button is in the bottom right corner.

If you click No, the form will prompt you for the correct contact numbers to be used for this event.

You can then choose if you wish to add or replace the current contact details. This is particularly useful, for example, if you would like to include a friend or family member as a contact:

NB: Additional contact numbers will be used for this visit only and will not automatically update the main details held by the school. Please contact the school to change these.

Step 4: Success!

Consent has been recorded:



Test Student

Event: An Inspector Calls, Example Form
Date: 23/03/2017

[+ Further Information](#)

Consent Granted
by J. Smith on 23/03/2017 14:55:51

Test Student, 7A

COLLECTION ARRANGEMENTS

I will collect my daughter from

Details of alternative collection arrangements

OTHER

Sweatshirt size


CONTACT DETAILS

Contact address of parents during holiday:

When you submit a completed consent form, appropriate school staff can view your responses online. There is no need to return a completed paper copy of the form.

Step 5: Confirmation Email

You will also receive a copy of the completed Consent Form via email:d



Consent Form Submitted

The following consent form has been successfully submitted:

Student: Test Student

Event: An Inspector Calls, Example Form

Date: 23/03/2017

Staff Member in Charge: Unspecified User

Consent Granted by J. Smith @ 2017-03-23 14:55:51

Test Student, 7A

COLLECTION ARRANGEMENTS

I will collect my daughter from **Main school entrance**

Details of alternative collection arrangements

OTHER

Sweatshirt size **S**

CONTACT DETAILS

Contact address of parents during holiday: **Field View, High Road**

****** DO NOT REPLY TO THIS AUTOMATIC EMAIL ******

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If you have any further questions, please contact your child's school.
