

**Daily Staff Report**

**Date.....**

(Information from Staff to Head of Boarding and Principal,  
Please **sign** every entry for future referral and use **time** of day if appropriate)

**Duty of Care Issues**

(notices, parents information, safety notices etc.)

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**OH&S Issues**

(reports, current or possible incidences)

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**Student Behaviours ( Challenging or positive)**

Name.....Issue.....  
..... Outcome.....

Name.....Issue.....  
..... Outcome.....

Name.....Issue.....  
..... Outcome.....

Name.....Issue.....  
..... Outcome.....

Name.....Issue.....  
..... Outcome.....

**Staff Requirements or Needs**

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**What skills were used today in order to work effectively?**

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